A Training Manual For CQI

Welcome! It is my hope that this manual will serve as a helpful reference for everyday tasks confronting the CQI Statistical Analyst, as well as Program Coordinators, Program Specialists, Directors and anyone else who needs a helping hand!

In this manual you will learn basic user information about the Microsoft programs Word, Excel, and the SPSS program, but you will also find more advanced instruction. Finally, I've included some cool tips and tricks that might make your work easier and maybe even fun for you!

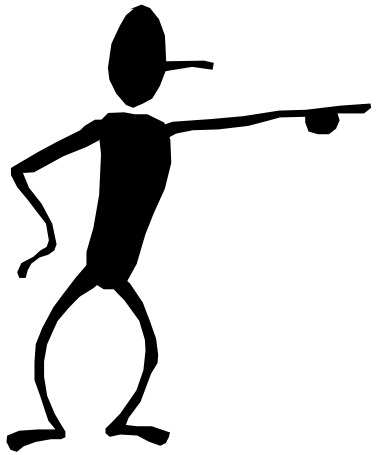
Table of Contents

The Basics

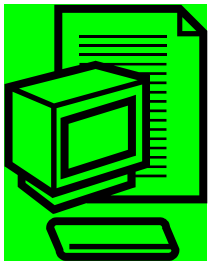
The best thing about Microsoft products is that they all share some fairly basic features. That is to say that they all open, close, save, etc. in much the same way making it very easy to gain a very basic knowledge of all of them after learning the basics!

Over the next few pages, you will find a quick tutorial and reference for the basic functions of these programs. I will be using Microsoft Word for my examples, but these basic functions work the same in any of the programs in this manual.

So let's get started!



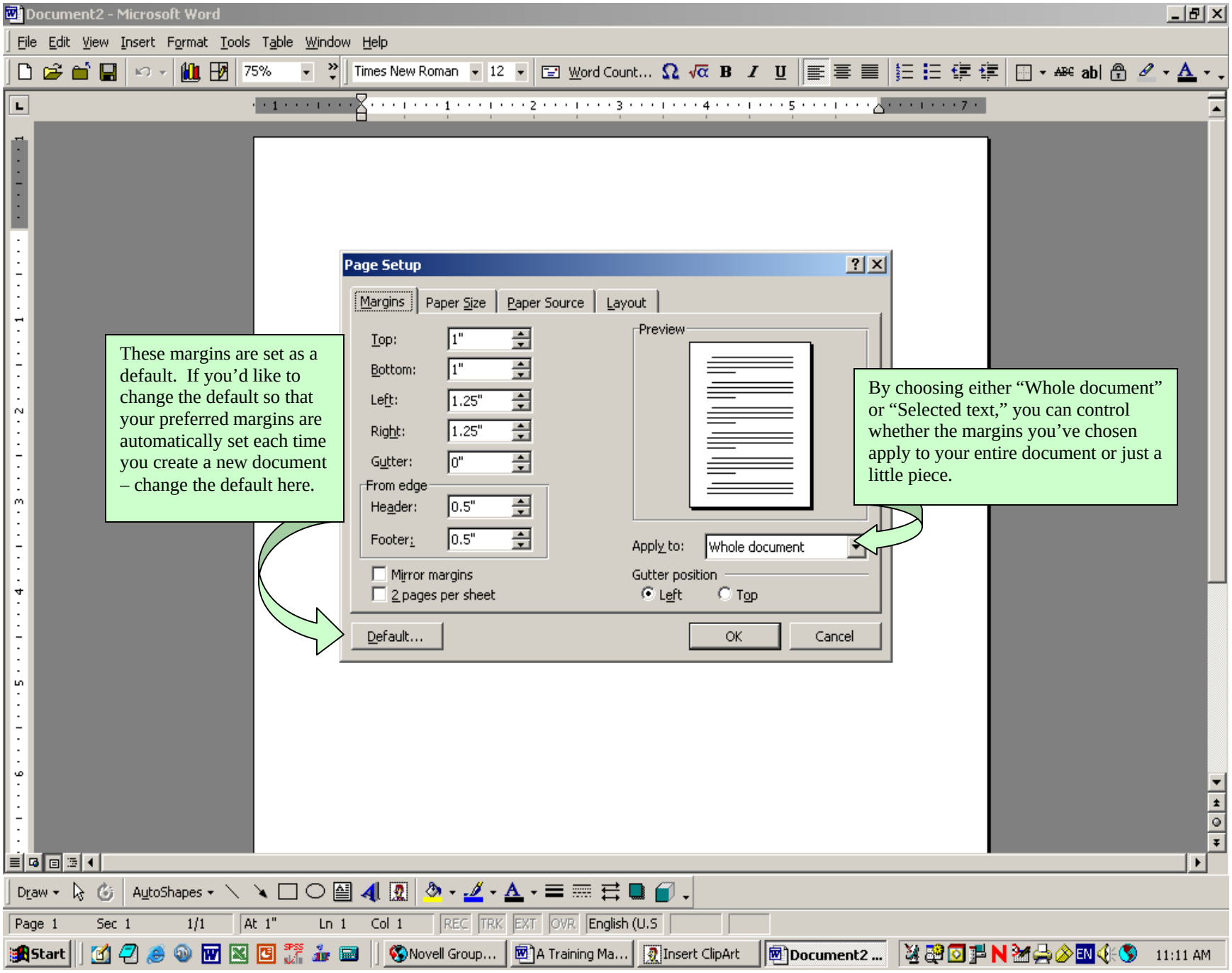
Create a new document

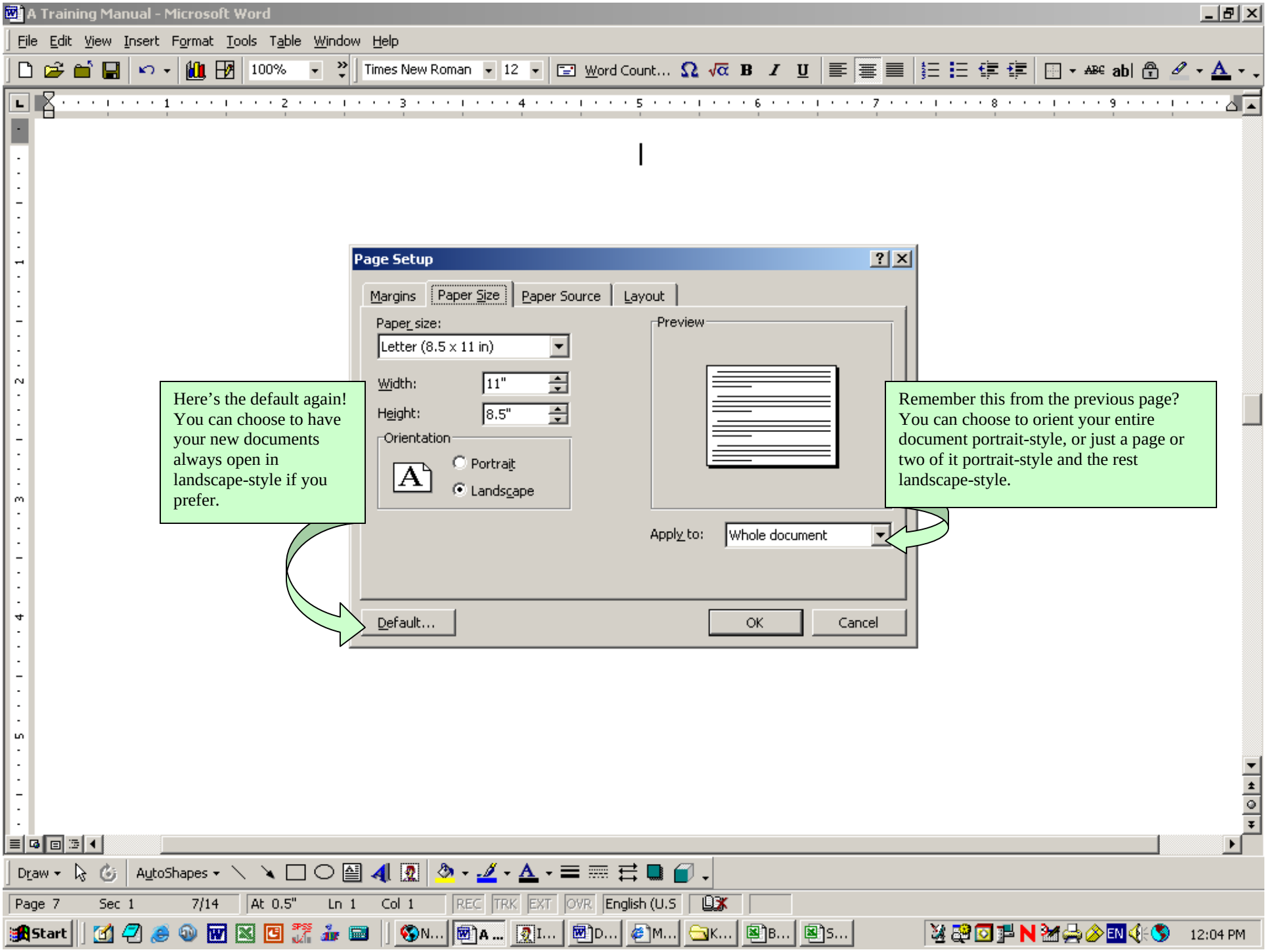


To create a new document, you first open the application that you'd like to use. Then from the top row of the menu, choose "File" and then choose "New."

A good habit to get into is to always format the document before you begin typing any content. This will save you some headaches down the road when you realize you forgot to set the layout!

To do this, choose "File" and then choose "Page Setup." From here you can set margins and page layout.

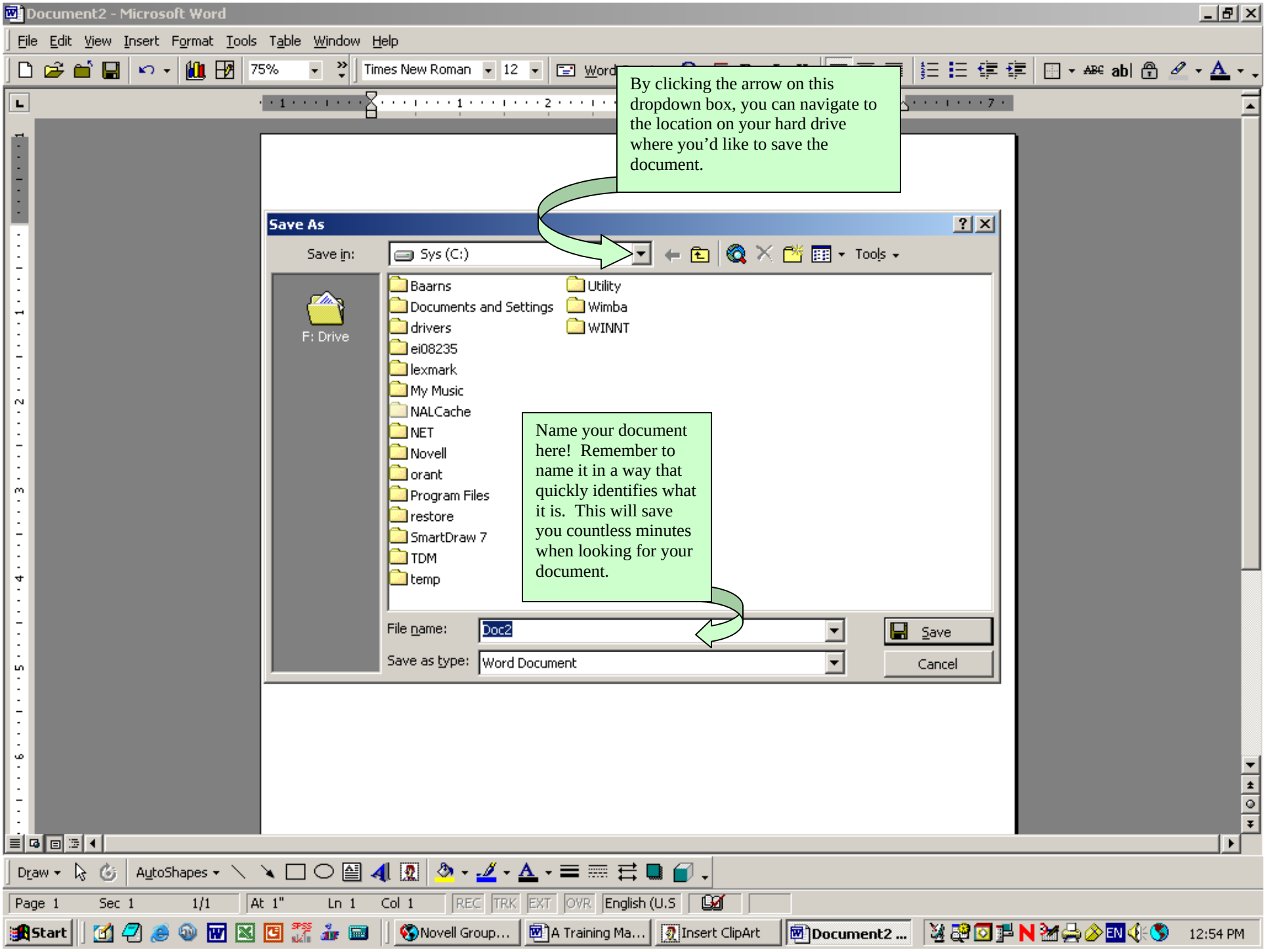

Document2 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Page Setup
Margins
Paper Size
Paper Source
Layout
Top: 1"
Bottom: 1"
Left: 1.25"
Right: 1.25"
Gutter: 0"
From edge
Header: 0.5"
Footer: 0.5"
Preview
Apply to: Whole document
Mirror margins
2 pages per sheet
Gutter position
Left
Top
Default...
OK
Cancel
These margins are set as a default. If you'd like to change the default so that your preferred margins are automatically set each time you create a new document – change the default here.
By choosing either "Whole document" or "Selected text," you can control whether the margins you've chosen apply to your entire document or just a little piece.
Draw AutoShapes
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR English (U.S
Start
Novell Group...
A Training Ma...
Insert ClipArt
Document2 ...
11:11 AM


A Training Manual - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Page Setup
Margins
Paper Size
Paper Source
Layout
Paper size:
Letter (8.5 x 11 in)
Width:
11"
Height:
8.5"
Orientation
Portrait
Landscape
Preview
Apply to:
Whole document
Default...
OK
Cancel
Here's the default again! You can choose to have your new documents always open in landscape-style if you prefer.
Remember this from the previous page? You can choose to orient your entire document portrait-style, or just a page or two of it portrait-style and the rest landscape-style.
Page 7 Sec 1 7/14 At 0.5" Ln 1 Col 1
Start
12:04 PM

Saving your work

There's nothing worse than putting in several long and tedious hours on a project, only to lose it all because you forgot to save it! The greatest favor you can do for yourself is to get into the habit of saving your document the minute you create it. Go ahead and give it a name and then make sure your auto-save feature is on and set to save frequently. That way, if your system goes down, you won't have to redo the entire document! At worst, you may have to redo the last 5 minutes of work you did.

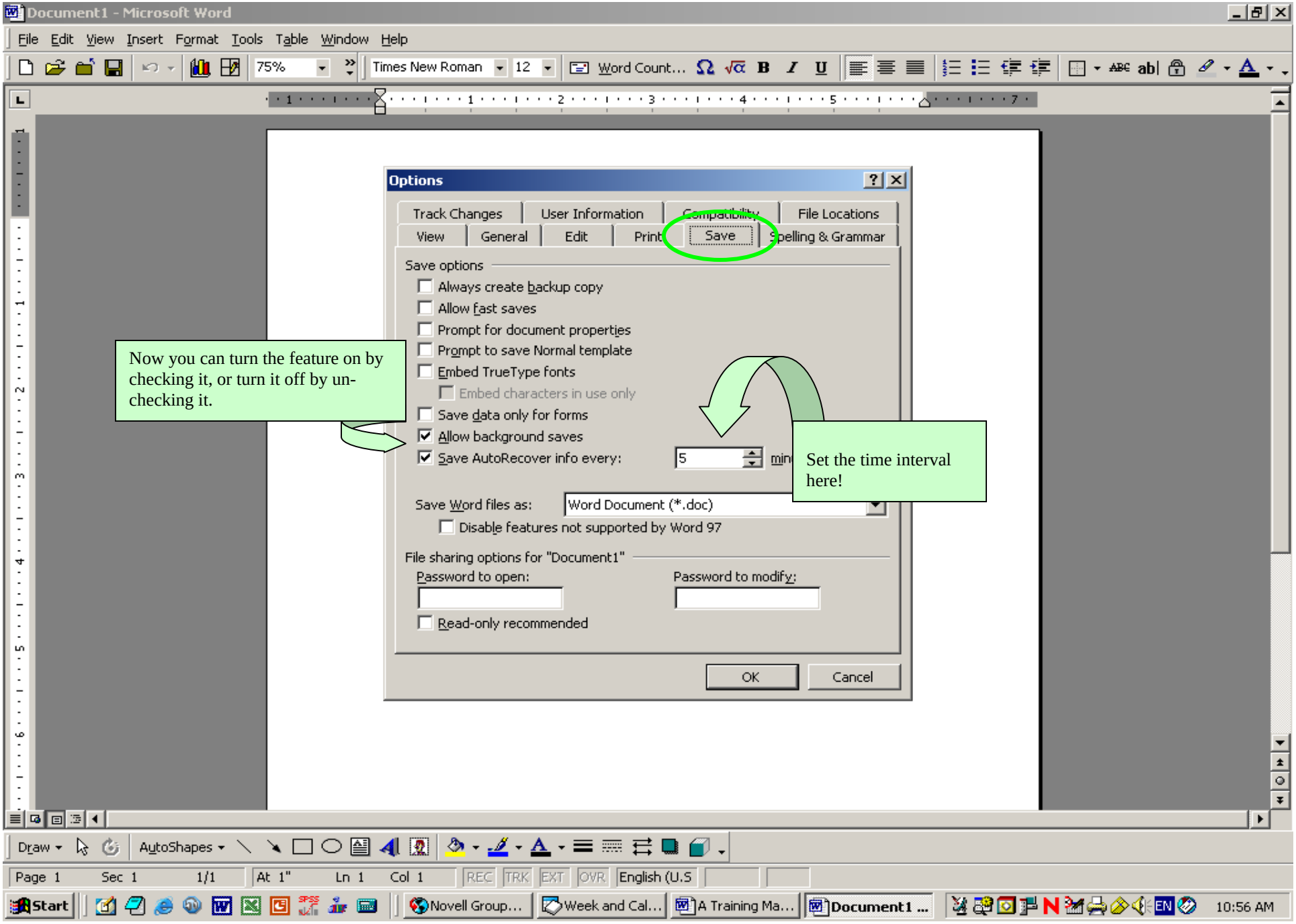
Name it – After you have set up your document, then go on and save it. Choose "File" then "Save As." You will see a box that looks like this:


Document2 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
By clicking the arrow on this dropdown box, you can navigate to the location on your hard drive where you'd like to save the document.
Save As
Save in:
Sys (C:)
Tools
F: Drive
Baarns
Documents and Settings
drivers
ei08235
lexmark
My Music
NALCache
NET
Novell
orant
Program Files
restore
SmartDraw 7
TDM
temp
Utility
Wimba
WINNT
Name your document here! Remember to name it in a way that quickly identifies what it is. This will save you countless minutes when looking for your document.
File name:
Doc2
Save as type:
Word Document
Save
Cancel
Draw
AutoShapes
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR English (U.S
Start
Novell Group...
A Training Ma...
Insert ClipArt
Document2 ...
12:54 PM

Turn on Auto-Recover – How wonderful! A feature that will save for you even when you forget to do it yourself. This is also a lifesaver when your system crashes or if you shut a document and forget to save it.

The auto-recover automatically saves your document at a time interval defined by the user.

To turn this feature on (or off), choose "Tools" from the menu and then choose "Options." Once the small screen pops up, click on the "Save" tab (see below).


Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Options
Track Changes
User Information
Compatibility
File Locations
View
General
Edit
Print
Save
Spelling & Grammar
Save options
Always create backup copy
Allow fast saves
Prompt for document properties
Prompt to save Normal template
Embed TrueType fonts
Embed characters in use only
Save data only for forms
Allow background saves
Save AutoRecover info every:
5
Now you can turn the feature on by checking it, or turn it off by un-checking it.
Set the time interval here!
Save Word files as:
Word Document (*.doc)
Disable features not supported by Word 97
File sharing options for "Document1"
Password to open:
Password to modify:
Read-only recommended
OK
Cancel
Draw
AutoShapes
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR English (U.S
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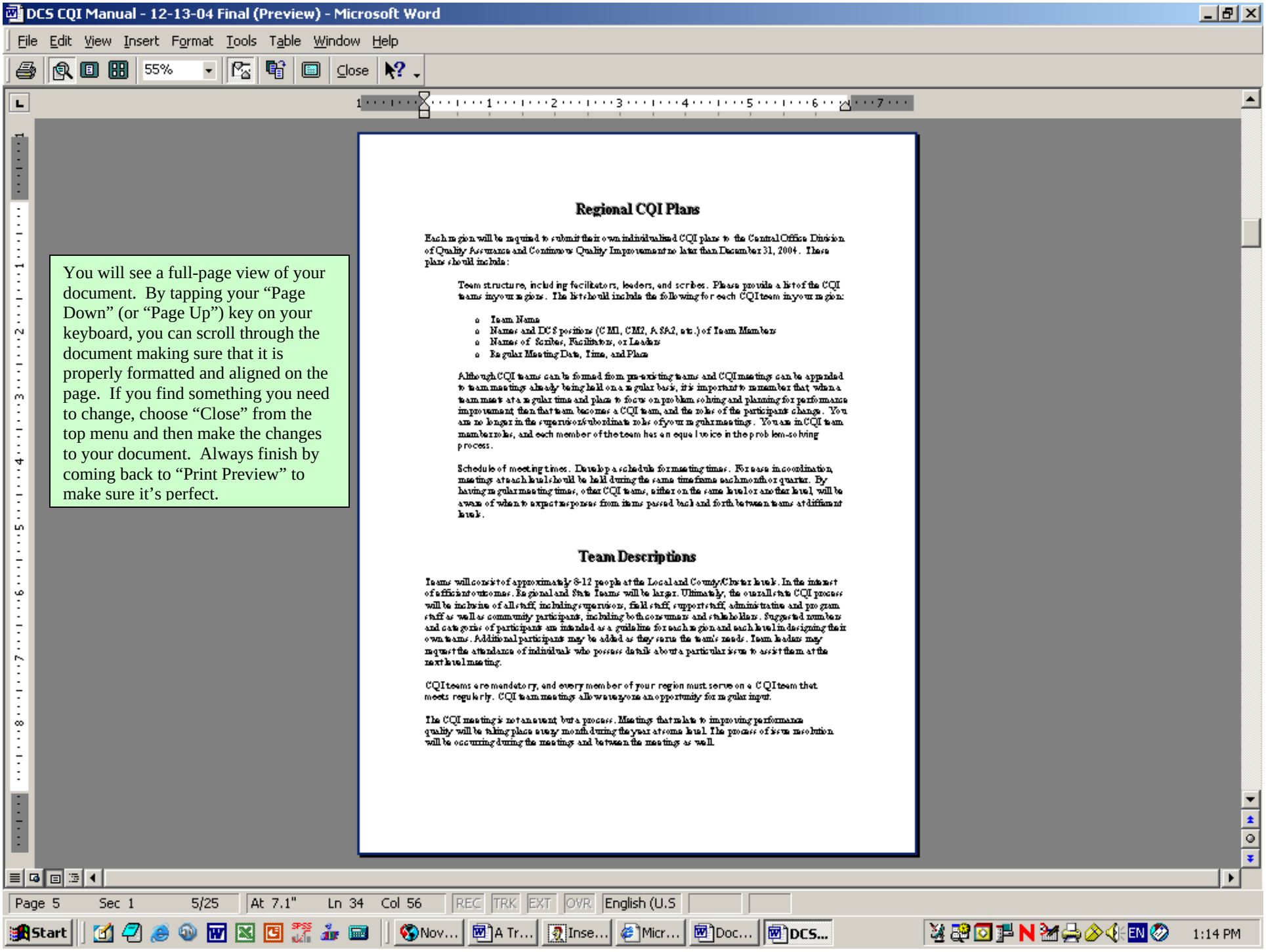
A Training Ma...
Document1 ...
10:56 AM

Reviewing your work

Print Preview: So you think you're finished with your document? You have one last step before sending it to anyone or printing it. By using the print preview function, you will avoid sending a document to someone that is not formatted correctly, or that has additional blank pages at the end. This is especially helpful when using Microsoft Excel when extra lines can sneak their way into your finished project, turning a 5-pager into a 30-pager!

Choose "File" and then "Print Preview."


DCS CQI Manual - 12-13-04 Final (Preview) - Microsoft Word
File Edit View Insert Format Tools Table Window Help
55%
Close
You will see a full-page view of your document. By tapping your "Page Down" (or "Page Up") key on your keyboard, you can scroll through the document making sure that it is properly formatted and aligned on the page. If you find something you need to change, choose "Close" from the top menu and then make the changes to your document. Always finish by coming back to "Print Preview" to make sure it's perfect.
Regional CQI Plans
Each region will be required to submit their own individualized CQI plans to the Central Office Division of Quality Assurance and Continuous Quality Improvement no later than December 31, 2004. These plans should include:
Team structure, including facilitators, leaders, and scribes. Please provide a list of the CQI teams in your region. The list should include the following for each CQI team in your region:
Team Name
Names and DCS positions (CM1, CM2, A SA2, etc.) of Team Members
Names of Scribes, Facilitators, or Leaders
Regular Meeting Date, Time, and Place
Although CQI teams can be formed from pre-existing teams and CQI meetings can be appended to team meetings already being held on a regular basis, it is important to remember that when a team meets at a regular time and place to focus on problem solving and planning for performance improvement, then that team becomes a CQI team, and the roles of the participants change. You are no longer in the supervisor/subordinate roles of your regular meetings. You are in CQI team member roles, and each member of the team has an equal voice in the problem-solving process.
Schedule of meeting times. Develop a schedule for meeting times. For ease in coordination, meetings at each level should be held during the same timeframe each month or quarter. By having regular meeting times, other CQI teams, either on the same level or another level, will be aware of when to expect responses from items passed back and forth between teams at different levels.
Team Descriptions
Teams will consist of approximately 8-12 people at the Local and County/Cluster levels. In the interest of efficient outcomes. Regional and State Teams will be larger. Ultimately, the overall state CQI process will be inclusive of all staff, including supervisors, field staff, support staff, administrative and program staff as well as community participants, including both consumers and stakeholders. Suggested numbers and categories of participants are intended as a guideline for each region and each level in designing their own teams. Additional participants may be added as they serve the team's needs. Team leaders may request the attendance of individuals who possess details about a particular issue to assist them at the next level meeting.
CQI teams are mandatory, and every member of your region must serve on a CQI team that meets regularly. CQI team meetings allow everyone an opportunity for regular input.
The CQI meeting is not an event but a process. Meetings that relate to improving performance quality will be taking place every month during the year at some level. The process of issue resolution will be occurring during the meetings and between the meetings as well.
Page 5 Sec 1 5/25 At 7.1" Ln 34 Col 56 REC TRK EXT OVR English (U.S
Start
Nov... A Tr... Inse... Micr... Doc... DCS...
1:14 PM

Microsoft Word 2000

- Basic Skills
- Advanced Users

Basic Skills:

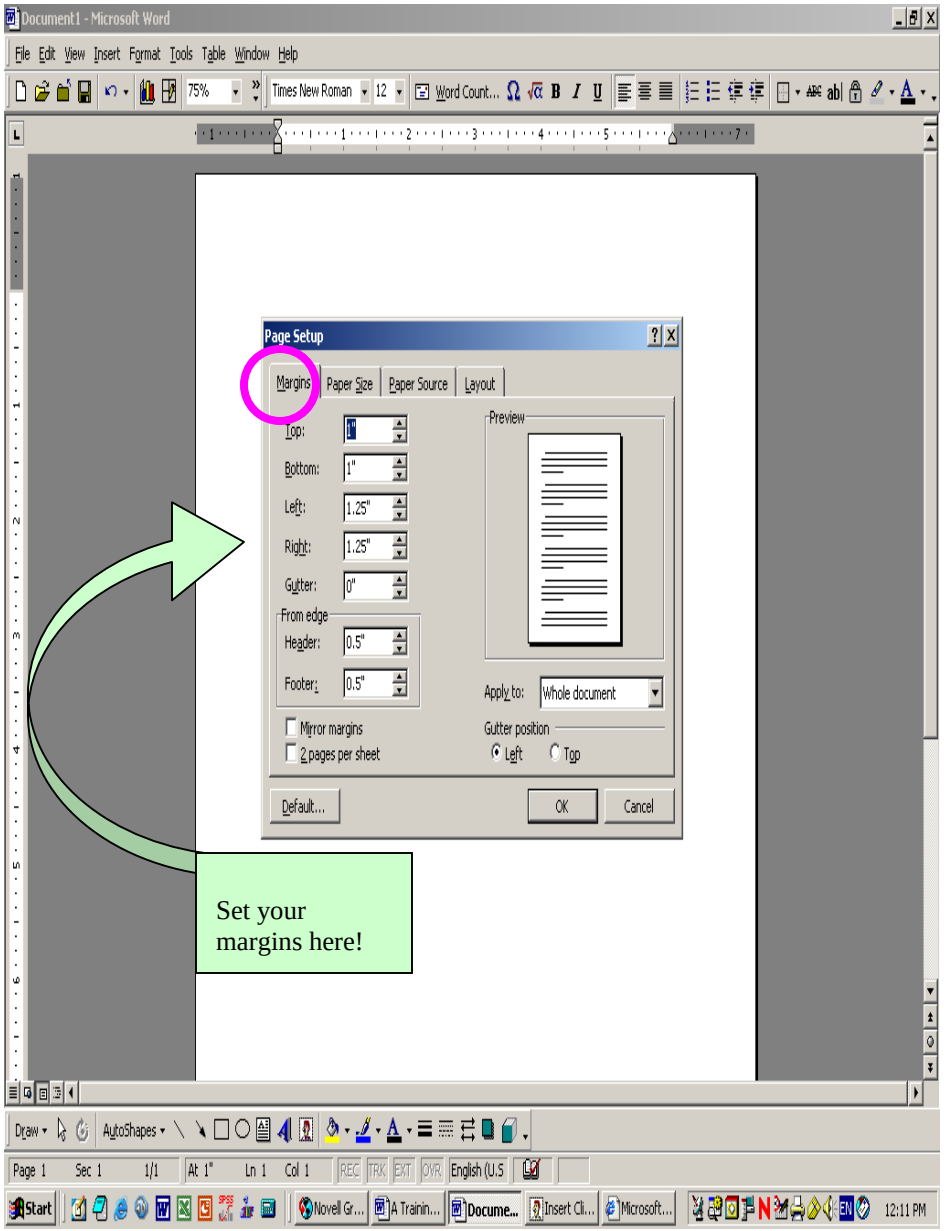
- Page setup
- Inserting page numbers
- Inserting headers and footers
- Copy and paste
- Undo and redo
- Find and replace

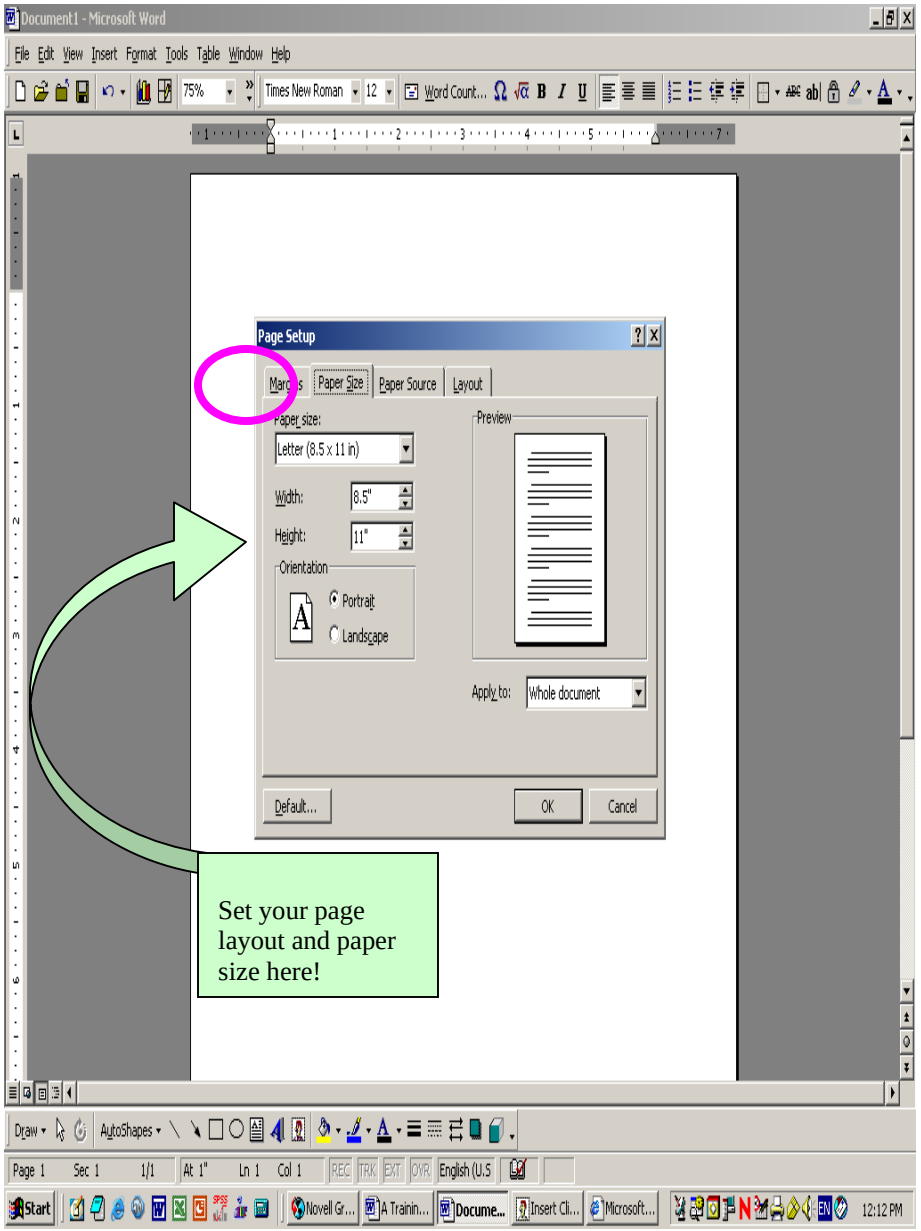
Page Setup

A page can be set up at any time, but it's always easiest to do so before you begin typing anything! Your first step is to have a clear picture of how you'd like your final project to look. Once you have that, you are ready to set up your page.

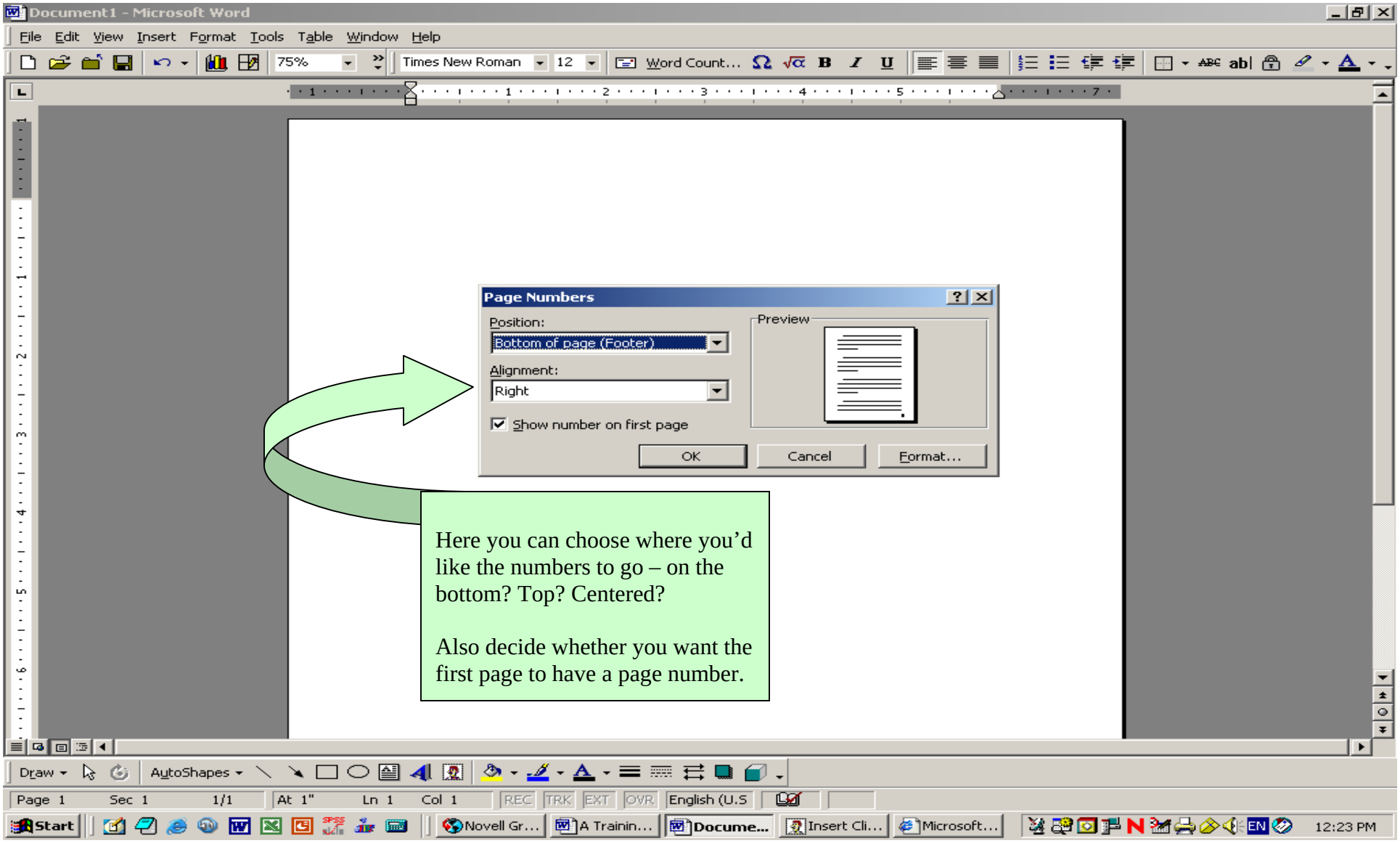
Setting up your page consists of setting margins, paper size, fonts, type size, page numbers, headers and footers.

Paper Size: Choose "File" and then "Page Setup."



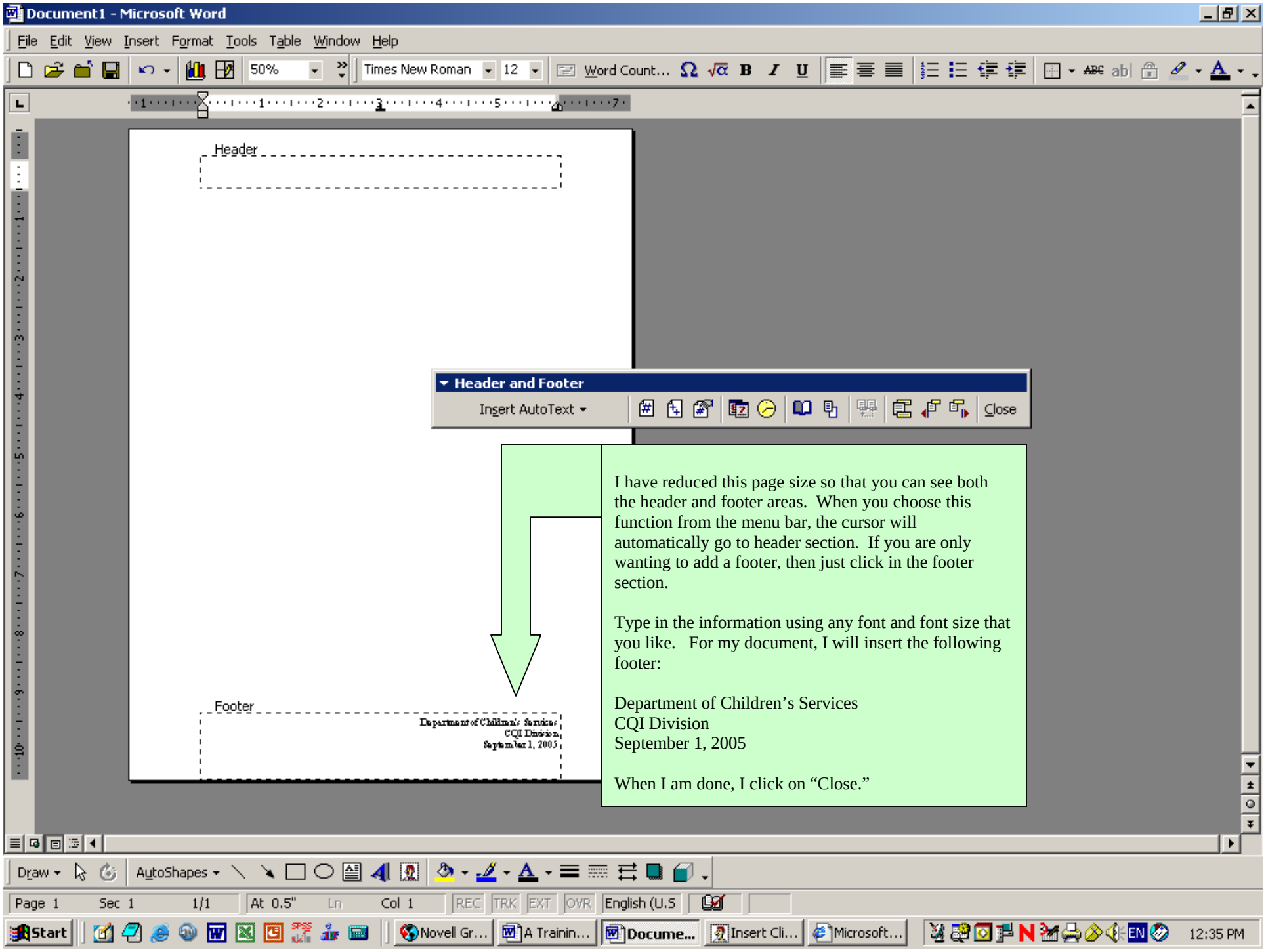


Inserting page numbers: Choose "Insert" and then "Page Numbers."



Inserting headers and footers: Headers and footers are simply text that you'd like to repeat on every page. A page number is a footer as well because it repeats on every page of your document. For every report or document that comes from our division, you should insert a footer that includes the name of the division and the date that the document was created. This saves a lot of time if you are working on a document, such as review instrument, that will be revised continually. By inserting a date on the document, people who receive future versions can know which version is the most recent.

To insert a header or a footer, choose "View" and then "Header and Footer."


Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Header
Header and Footer
Insert AutoText
Close
Footer
Department of Children's Services
CQI Division
September 1, 2005
I have reduced this page size so that you can see both the header and footer areas. When you choose this function from the menu bar, the cursor will automatically go to header section. If you are only wanting to add a footer, then just click in the footer section.
Type in the information using any font and font size that you like. For my document, I will insert the following footer:
Department of Children's Services
CQI Division
September 1, 2005
When I am done, I click on "Close."
Draw AutoShapes
Page 1 Sec 1 1/1 At 0.5" Ln Col 1 REC TRK EXT OVR English (U.S
Start
12:35 PM

Copy and paste: This has to be, by far, the most useful (and most used) function there is! Without it, we would all be retyping almost constantly.

To copy a section of text, highlight the text you need to copy by placing your cursor before the text you need to copy, then hold down the left mouse button and drag your mouse down until all the text you'd like to copy is highlighted.

Then choose "Edit" and then "Copy" from the top menu.

Now place your cursor at the spot in your document where you'd like the text to be copied to, and choose "Edit" and then "Paste."

Cut and paste: This is similar to the copy and paste feature, except that the copied text is removed from the document. With copy and paste, you're only copying the text, not cutting it.

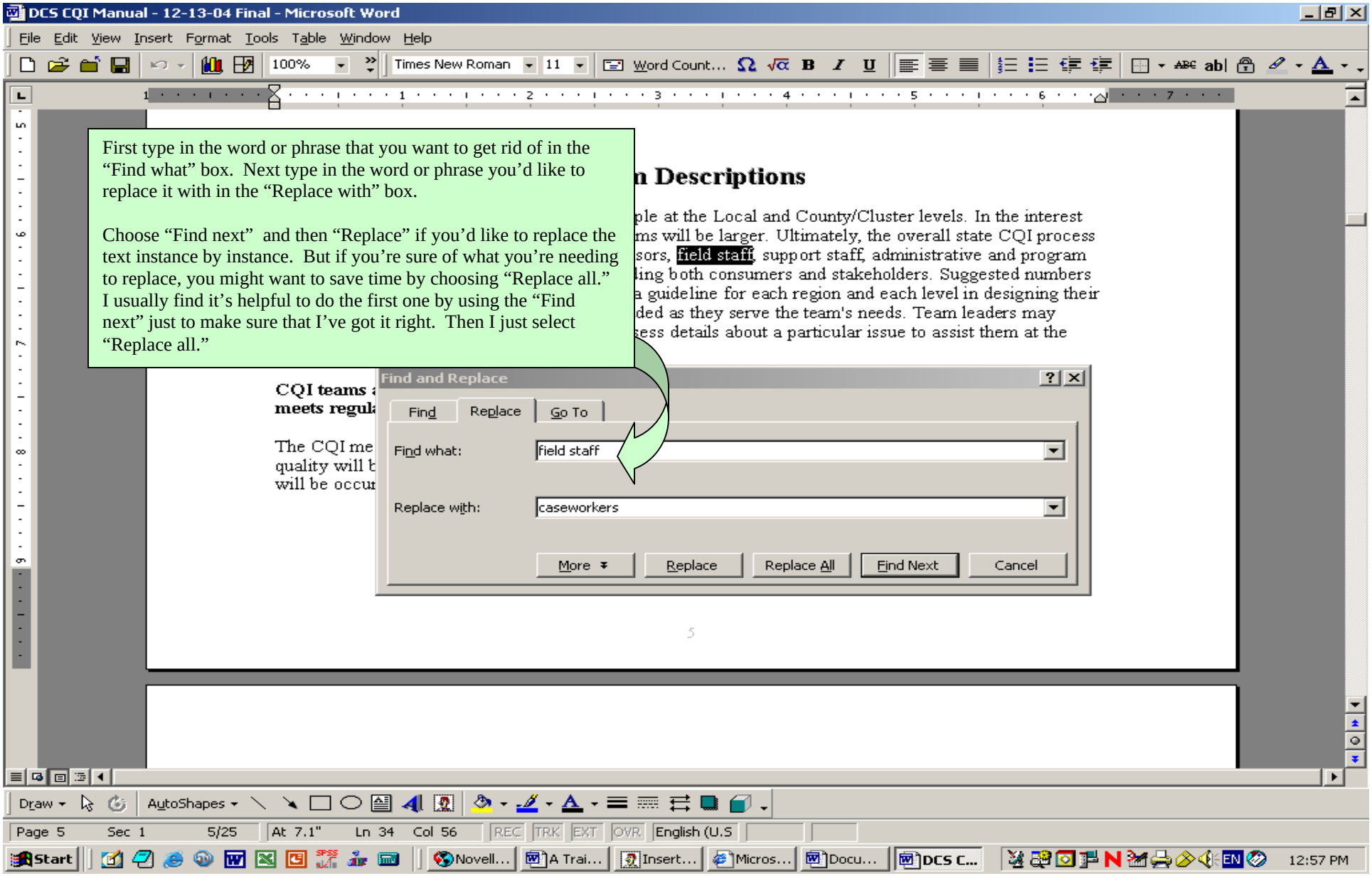
Undo and redo: I can't believe I just deleted that entire section! That's not what I wanted to do at all!! Never fear – undo is here!

Choose "Edit" and then choose either "Undo" or "Redo" and your last action is saved for you.

Find and replace: Sometimes we find out that a document we've created has language in it that we'd like to change. For instance, perhaps we created a document last month that used the term "field staff" quite a lot. Now we find out that this is not a term that is commonly used by DCS staff and that we should change that to "caseworkers." The problem though, is that the document is 75 pages long and we don't have the time to read through it word by word looking for that phrase.

By using the find and replace function, Word will search for us and replace it with the language of our choosing!

Choose "Edit" and then "Replace" on the top menu.

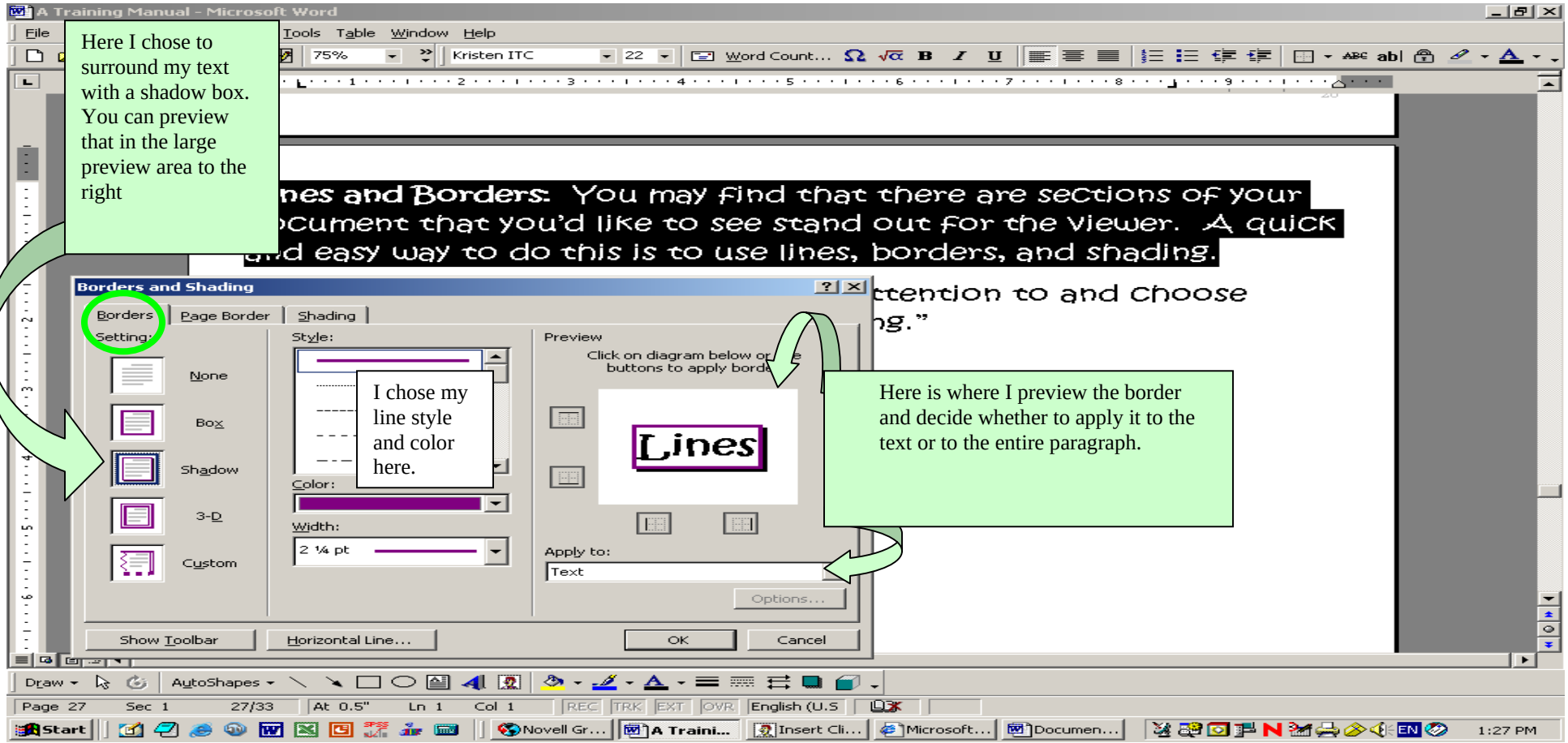


Advanced Skills:

- Borders and shading
- Using clip art
- Inserting and using a table
- Tips and Tricks

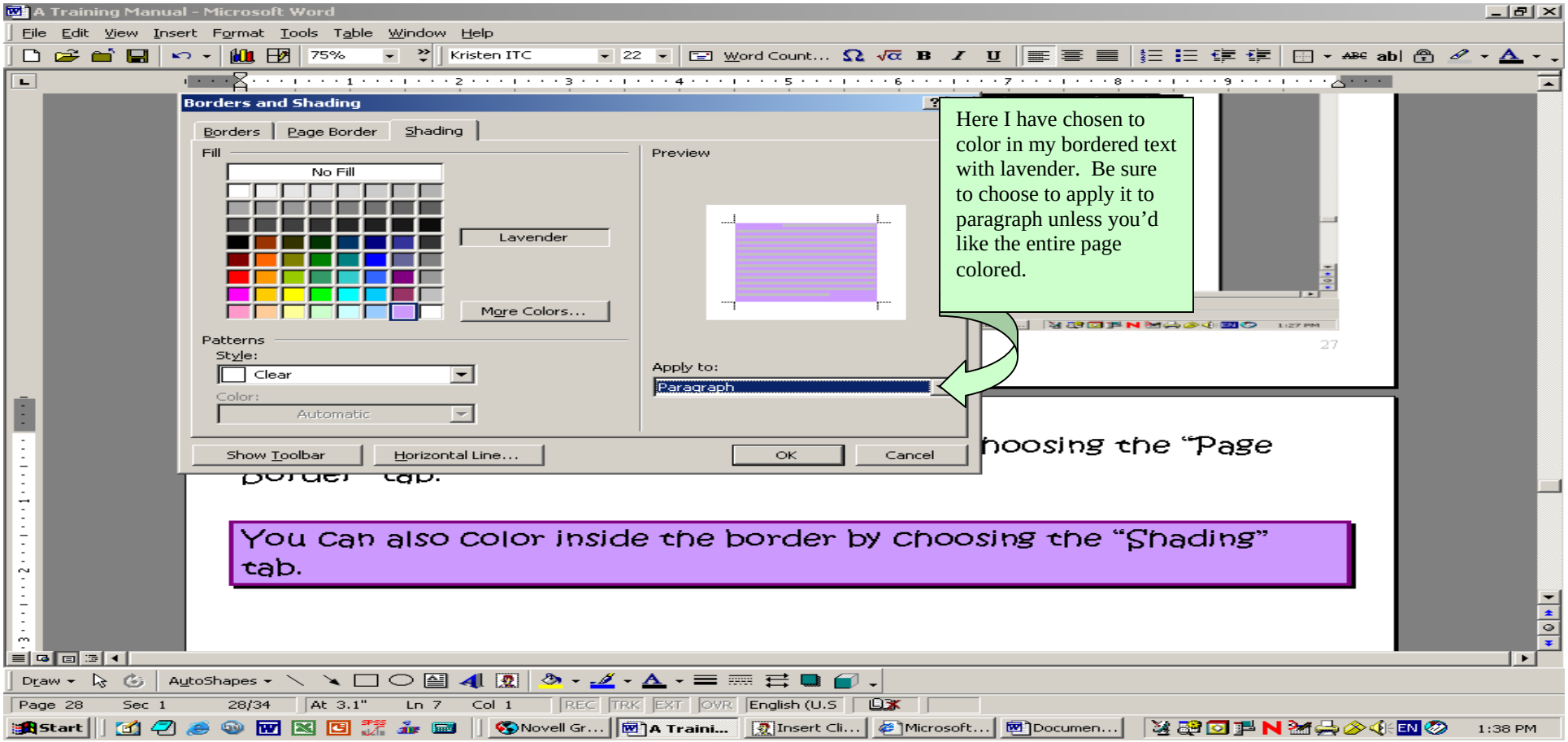
Borders and shading: You may find that there are sections of your document that you'd like to see stand out for the viewer. A quick and easy way to do this is to use borders and shading.

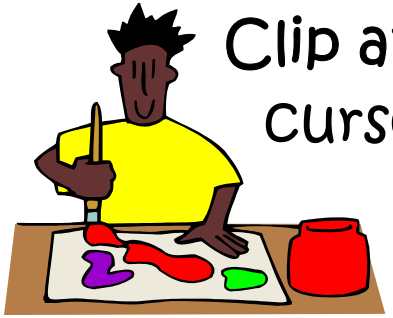
Highlight the text you'd like to draw attention to and choose "Format" and then "Borders and Shading."



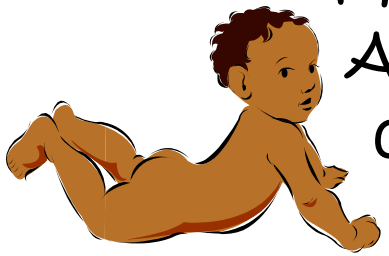
You can do the same for the entire page by choosing the "Page Border" tab.

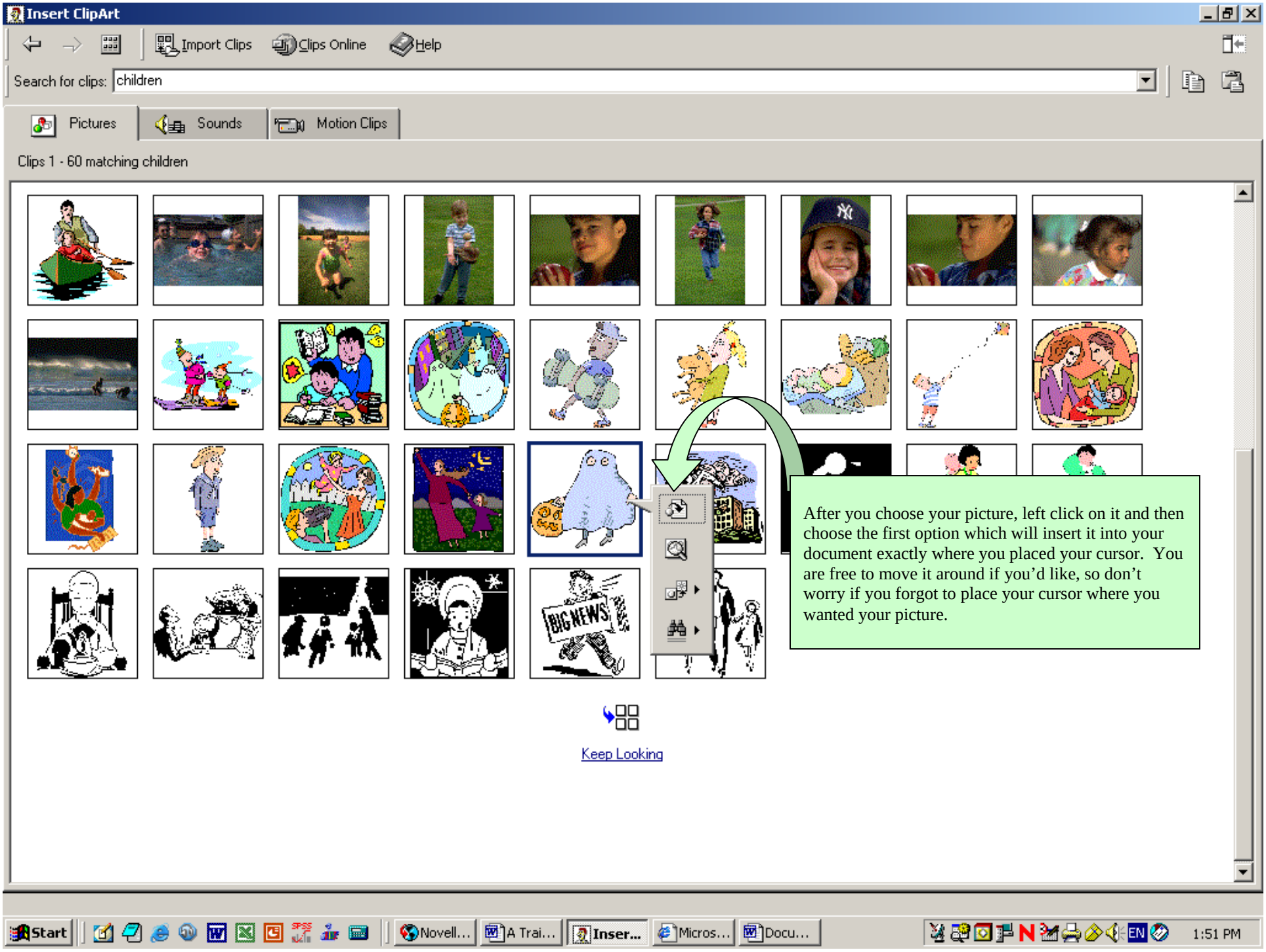
You can also color inside the border by choosing the "Shading" tab.





Clip art: To insert a picture into your document, place the cursor at the point where you'd like to insert a picture, then choose "Insert," then "Picture," and finally "Clip Art." You can also insert any picture you have saved on your computer! We will concentrate on Microsoft Clip Art for this manual. As you will see, there are thousands to choose from.




Insert ClipArt
Import Clips
Clips Online
Help
Search for clips:
children
Pictures
Sounds
Motion Clips
Clips 1 - 60 matching children
BIG NEWS
Keep Looking
After you choose your picture, left click on it and then choose the first option which will insert it into your document exactly where you placed your cursor. You are free to move it around if you'd like, so don't worry if you forgot to place your cursor where you wanted your picture.
Start
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1:51 PM

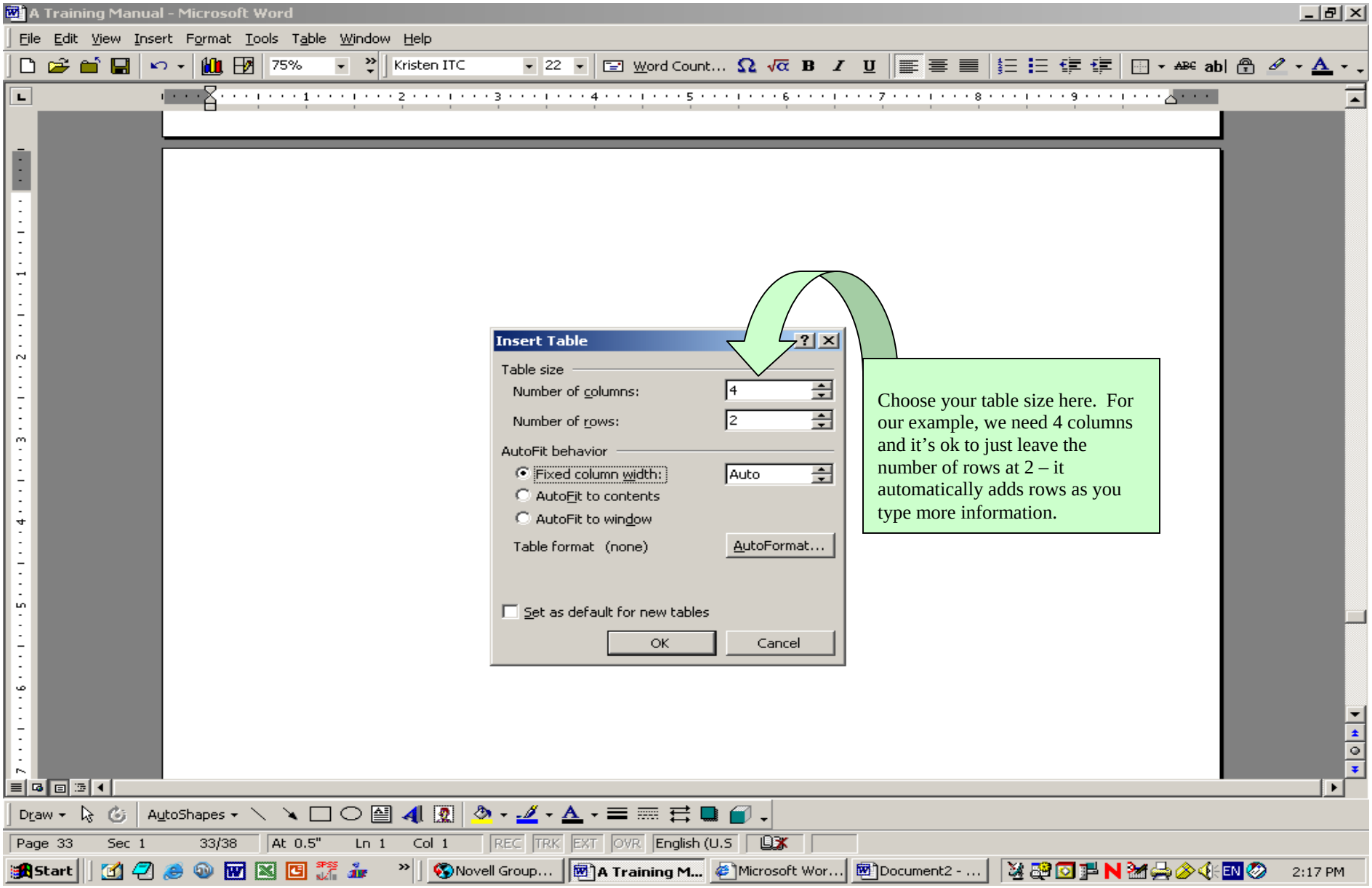
Inserting and using a table: You can use a table anytime you have information that needs to be arranged into columns and rows. It is much easier to insert a table than to try it just with the use of your tab key!

For this section, we'll start with a very basic table and then using that table, we can build on your skills to do things such as merging, adding rows/columns, deleting rows/columns, shading, and adding numbers.

Here is the information that we'd like to put into a table:

- Karen Davenport, 8, Stat Analyst, Central Office
- Tracy Brignac, 5, CQI Coordinator, Mid Cumberland
- Shayne Davis, 10, CQI Coordinator, South Central
- Kitty Oliver, 15, RA, Northwest
- Mildred Lawhorn, 12, RA, Southwest

Choose "Table" and then "Insert" and finally "Table" from the top menu.



Now we need to decide on column names. We will choose the following:

Name	Years Service	Title	Location

We need to center those headings and we'll go ahead and shade them while we're at it.

Name	Years Service	Title	Location

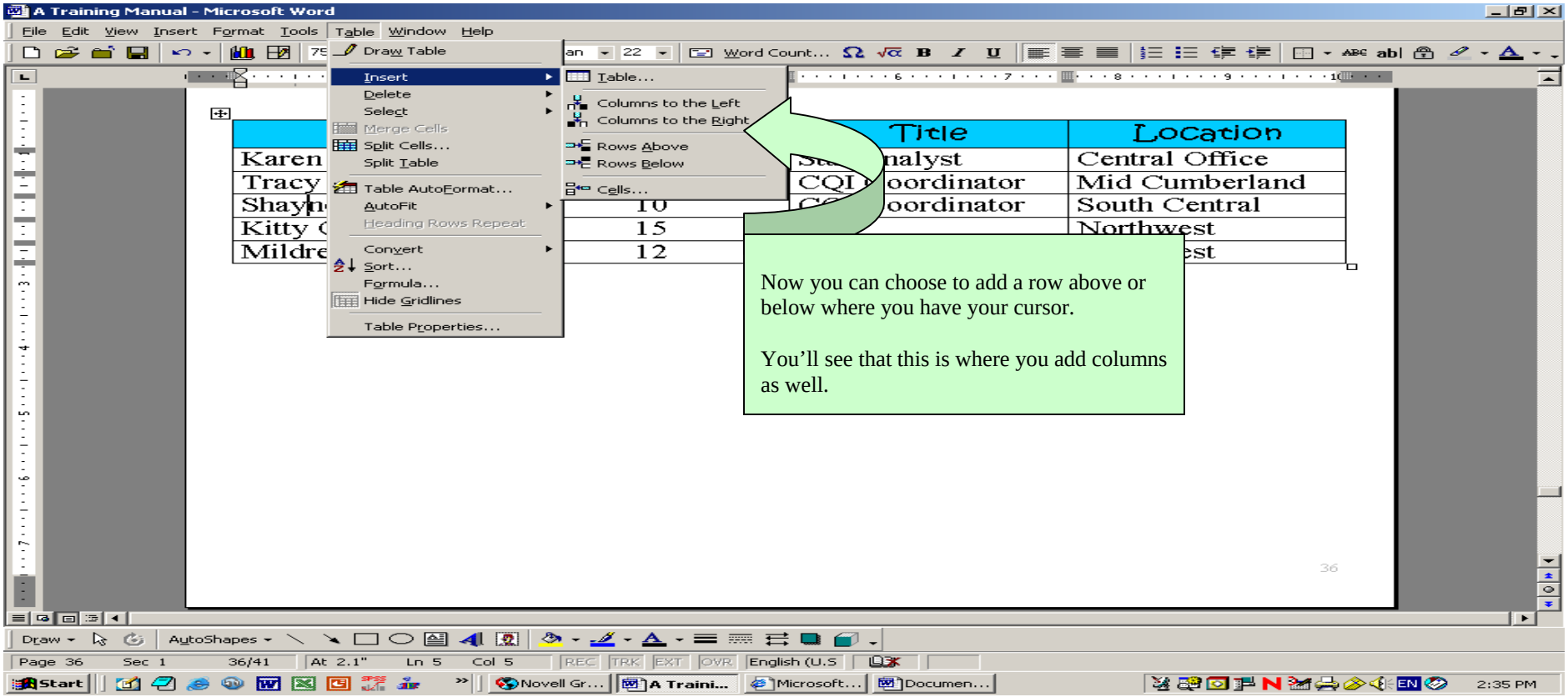
I did that by highlighting the entire first row, then choosing the center button from my top toolbar. I colored the column headers by highlighting the entire first row, then choosing "Format" then "Borders and Shading" and continuing as we did in the previous section.

Now we are ready to enter the information into our table. Place your cursor in the first empty cell under "Name" and type in Karen Davenport. By use of your tab key, you can move to the next cell and type in my years of service. Continue until all the information has been entered.

Name	Years Service	Title	Location
Karen Davenport	8	Stat Analyst	Central Office
Tracy Brignac	5	CQI Coordinator	Mid Cumberland
Shayne Davis	10	CQI Coordinator	South Central
Kitty Oliver	15	RA	Northwest
Mildred Lawhorn	12	RA	Southwest

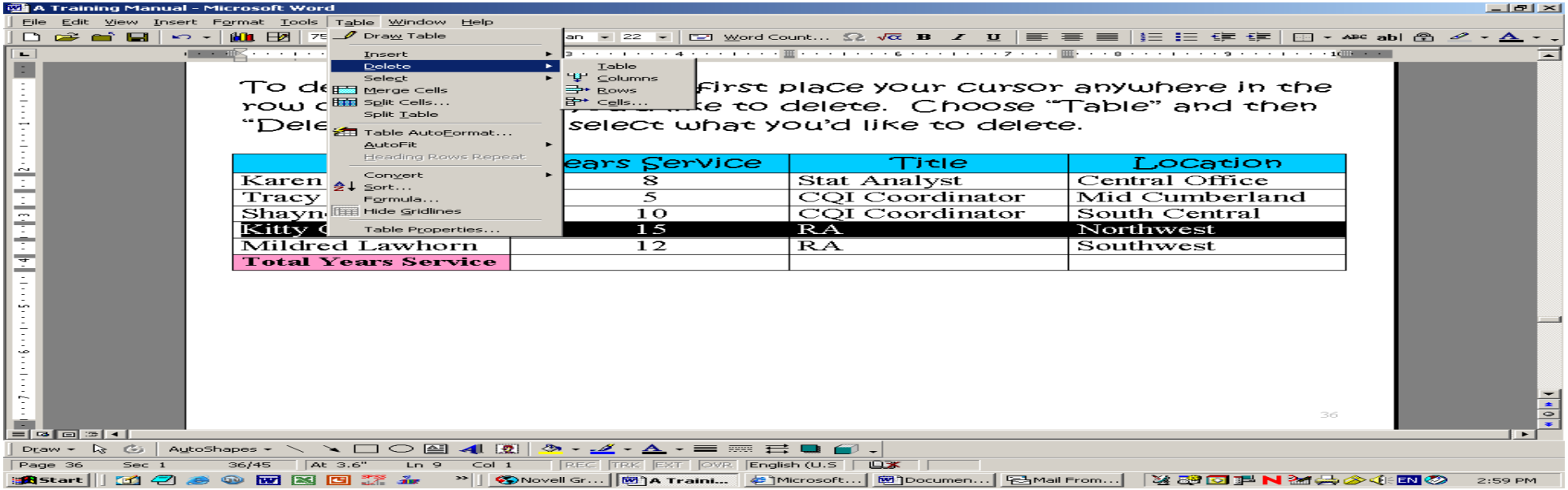
I chose to center the years of service. You can align the data any way that looks best, though!

You can always add rows to the bottom of the table by placing your cursor in the last cell on the right (in this case, the cell that contains "Southwest") and then click tab on your keyboard. To add a row anywhere else, place your cursor on the first cell of the row either above or below where you'd like a new row, choose "Table" then "Insert."

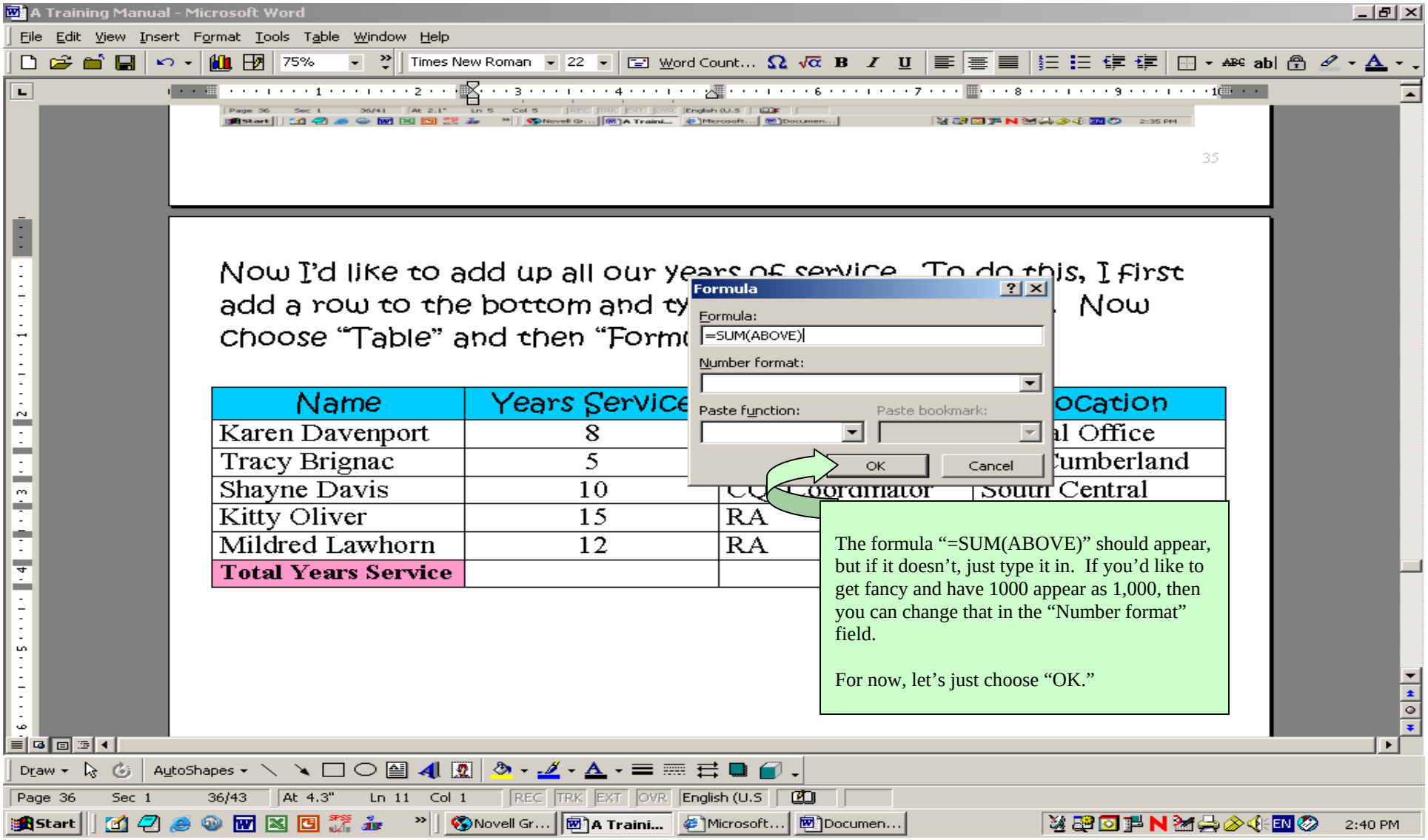


To delete a row or column, first place your cursor anywhere in the row or column that you'd like to delete. Choose "Table" and then "Delete" and finally select what you'd like to delete.

Name	Years Service	Title	Location
Karen Davenport	8	Stat Analyst	Central Office
Tracy Brignac	5	CQI Coordinator	Mid Cumberland
Shayne Davis	10	CQI Coordinator	South Central
Kitty Oliver	15	RA	Northwest
Mildred Lawhorn	12	RA	Southwest
Total Years Service			



Now I'd like to add up all our years of service. To do this, I first add a row to the bottom and type in an identifying label. Now choose "Table" and then "Formula" from the top menu.



Now we'd like to merge the last two cells since nothing is entered in there. Highlight both of the bottom cells under the columns "Title" and "Location." Choose "Table" and then "Merge Cells."

Name	Years Service	Title	Location
Karen Davenport	8	Stat Analyst	Central Office
Tracy Brignac	5	CQI Coordinator	Mid Cumberland
Shayne Davis	10	CQI Coordinator	South Central
Kitty Oliver	15	RA	Northwest
Mildred Lawhorn	12	RA	Southwest
Total Years Service	50		

Now let's say you'd rather have them separate again! Place your cursor in the merged cell, choose "Table" and then "Split Cells." To split this back up into two cells, choose "2" for the column choice.

Tips and Tricks

Keyboard shortcuts are quick ways to do various functions without having to go looking for them in your menu. By using them, you can practically throw your mouse away! To get a complete list, choose "Help," then "Index," then type in "Keyboard shortcuts" and select "Search."

You can make yourself a cheat sheet and tape it on your monitor until you learn them by heart. After some use, they become like second nature and save you time.

Here are some to get you started though:

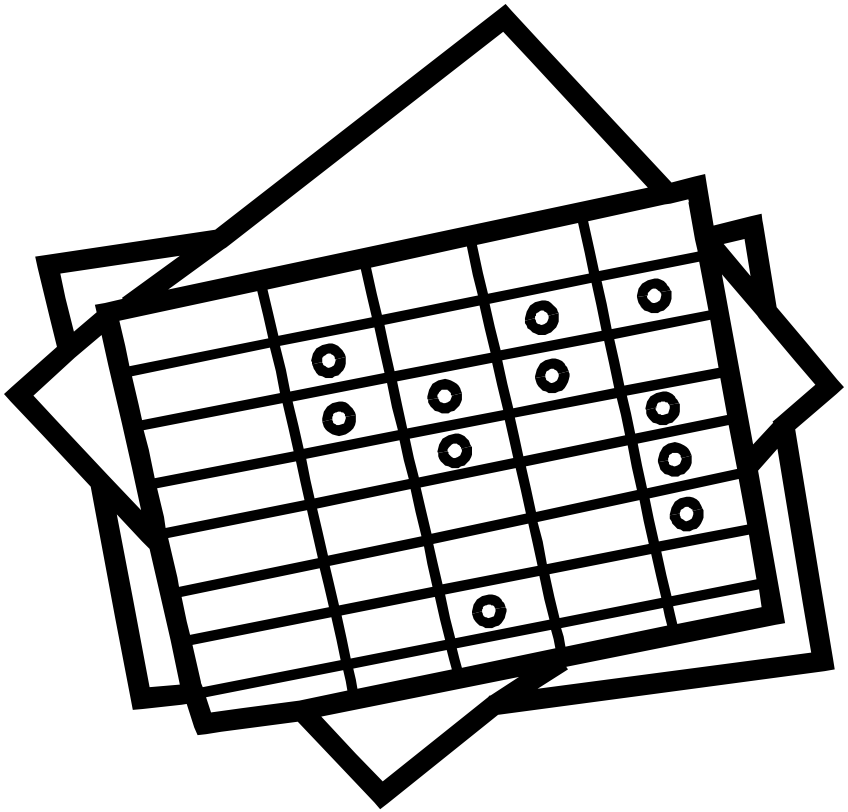
F4	Repeat Last Action	Selecting this key (along the top of your keyboard – called function keys) will repeat the last action you performed.
F2	Double-Click	Selecting this key is the equivalent of double-clicking in a cell of your table.
Shift and Arrow	Highlighting	Place your cursor on the first character of text you'd like to highlight. Hold down the "Shift" key and then using your arrows, highlight the text.
Alt and Tab	Open Programs	Press and hold the Alt key, then tap the Tab key. This will display all your open programs! By continuing to hold down the Alt key, you can tab through all open programs until you find the one you want.
Ctrl + P	Print	Press and hold the Ctrl key, then tap the letter P.
Ctrl + B	Bold	Press and hold the Ctrl key, then tap the letter B.
Ctrl + C	Copy	Press and hold the Ctrl key, then tap the letter C.
Ctrl + V	Paste	Press and hold the Ctrl key, then tap the letter V.
Ctrl + A	Select All	Press and hold the Ctrl key, then tap the letter A.
Ctrl + Shift + L	Bullets	Press and hold the Ctrl key, then press and hold the Shift key, then tap the letter L.

Microsoft Excel 2000

- Basic Skills
- PivotTables
- Formulas
- Tips and Tricks

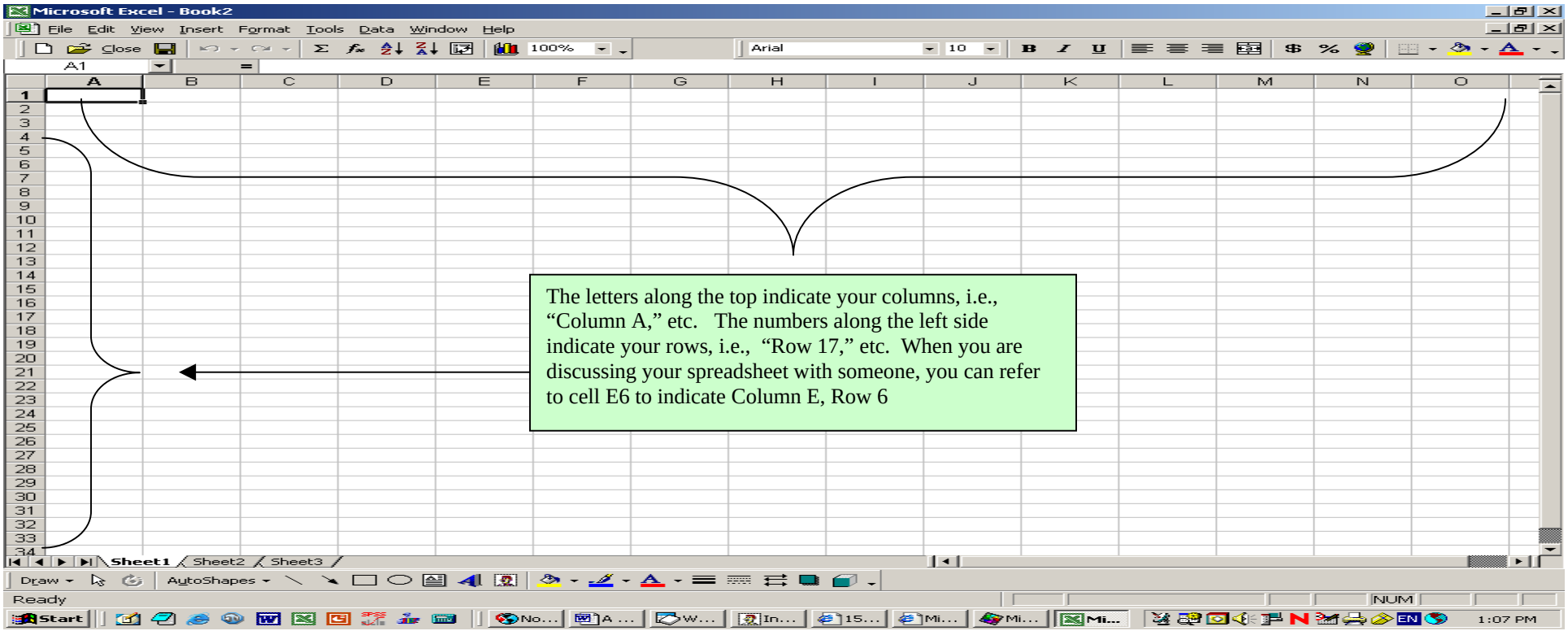
Microsoft Excel is an excellent tool to use anytime you need to:

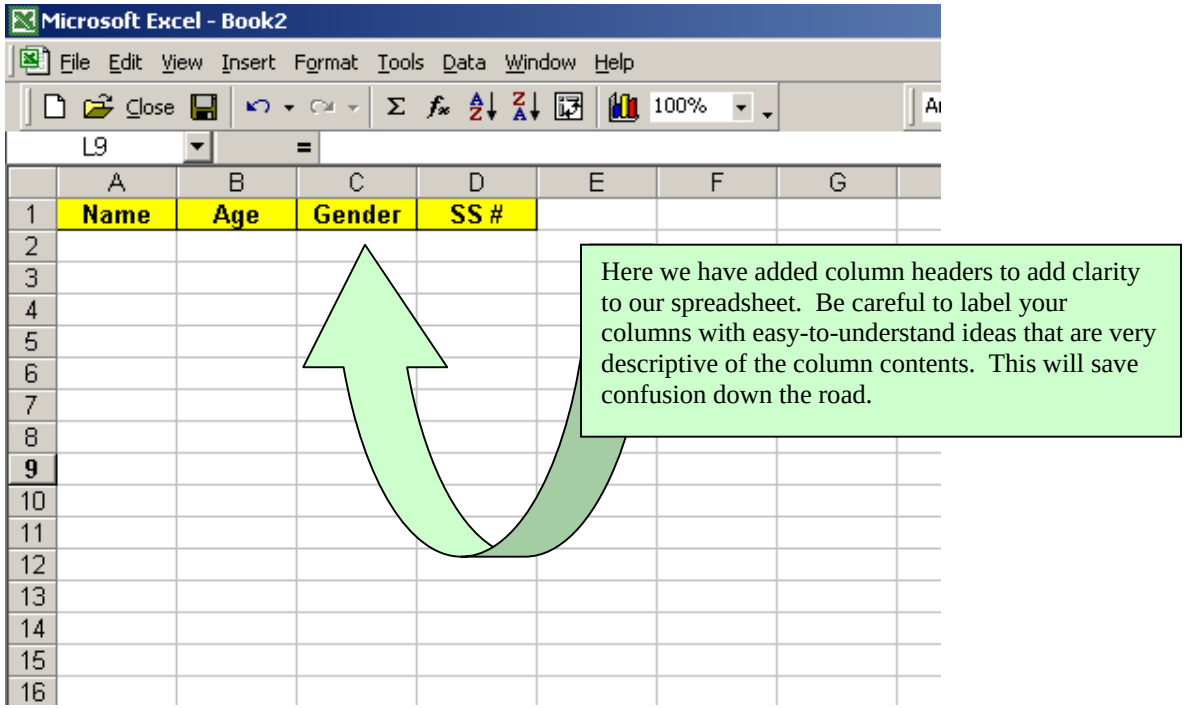
- Perform calculations on data
- Sort large amounts of data
- Create graphs to go with data
- Quickly filter large amounts of data



The Basics

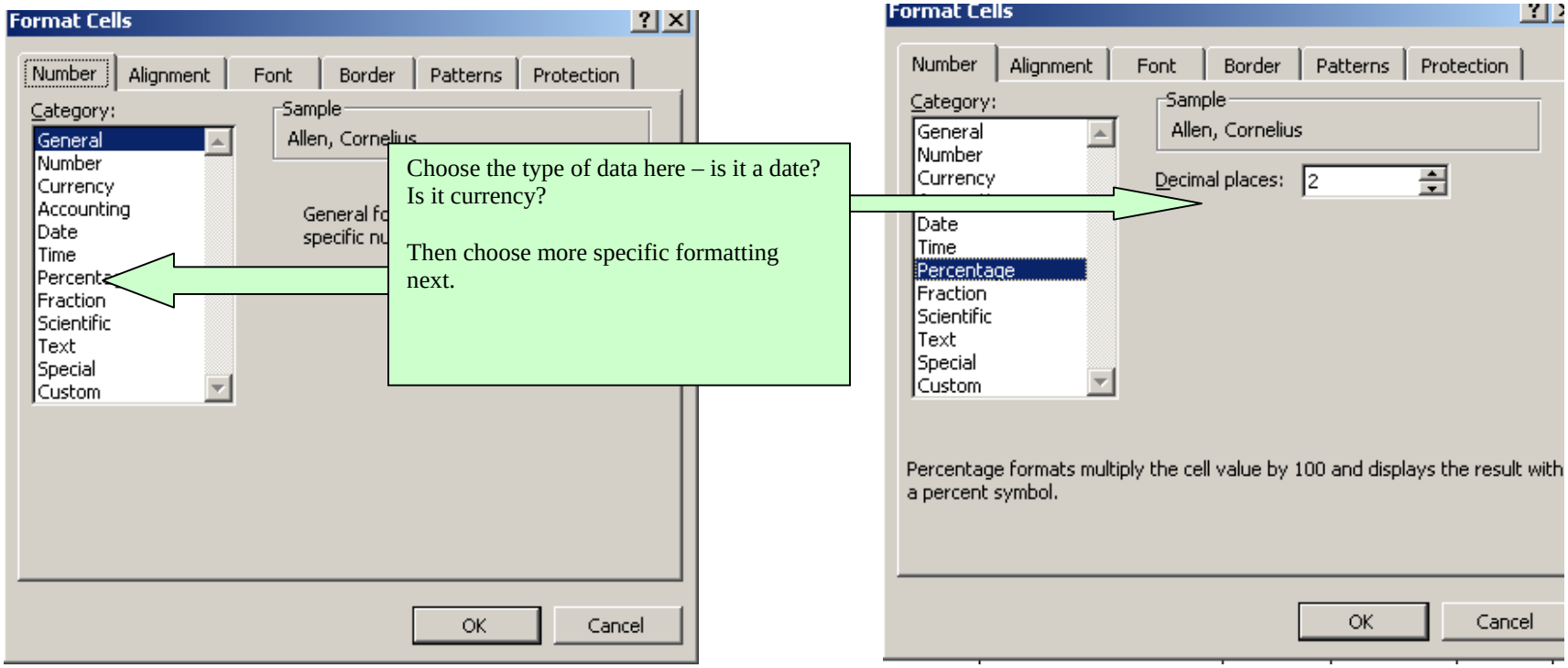
When you first open an Excel spreadsheet, you see a blank canvas that looks like this:





If you plan on making a graph of your work, be mindful of how you'd like the labels to appear on your graph. For instance, if you'd like the graph to read "Social Security Number" rather then SS#, then name your column accordingly!

Cells can be formatted a number of ways depending on what kind of data you have in them. Place your cursor in the cell that you want to format, choose Format and then Cells.

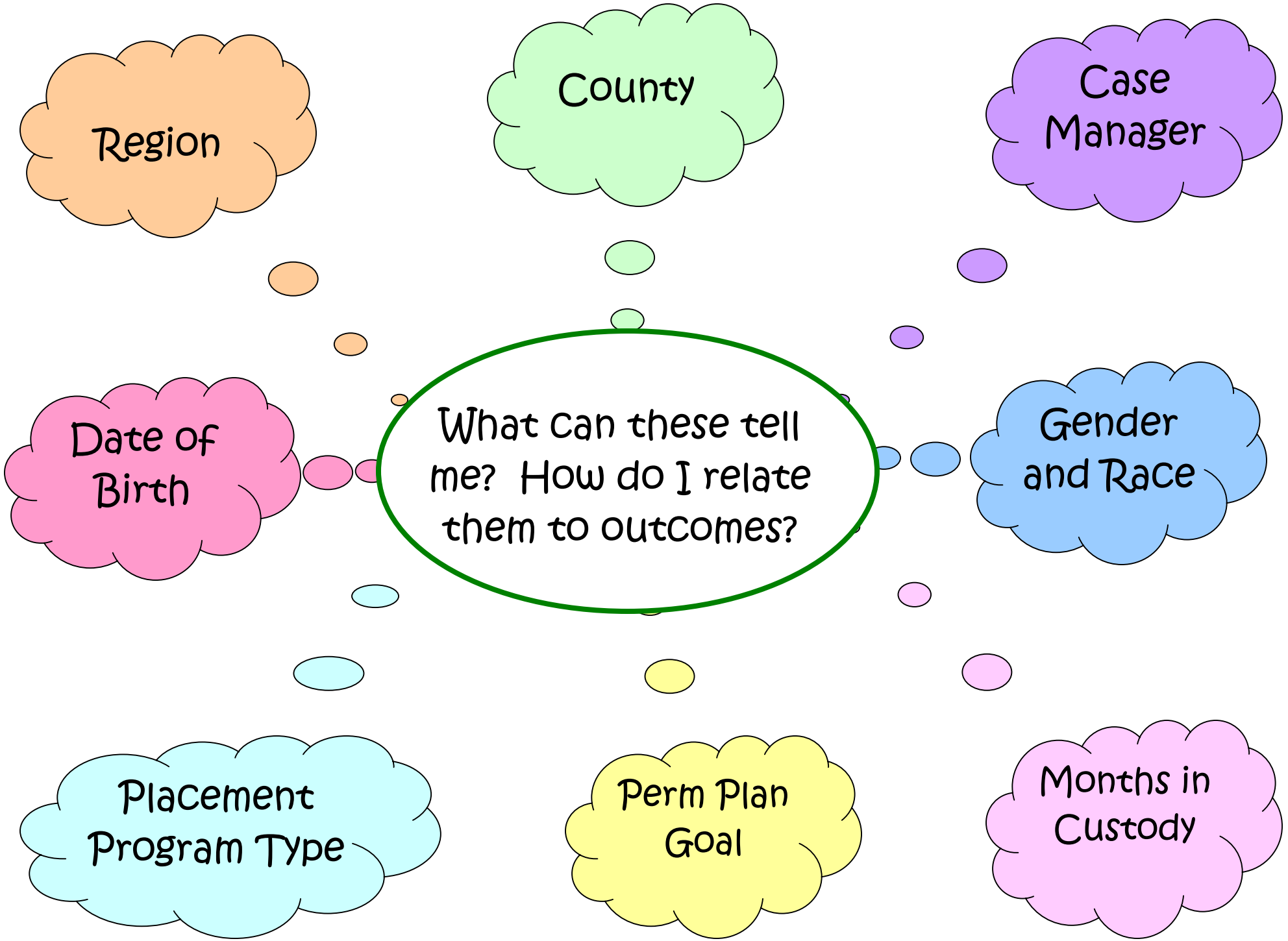


Notice that it is here that by choosing other tabs, you can also align data, and choose any fonts or borders that you might want.

Using Data

Once you have filled your spreadsheet with data (or if you have received a spreadsheet already filled with data such as the Brian A. class list), there are a number of things that you can do to manipulate the data and make it easier to understand.

For the rest of this section, we will be using a custody list that is the result of combining the Brian A. class list and the delinquent list. I have deleted any identifying child information for this manual's examples. Let's begin by opening the custody list and taking a look at the column headers. The first step in analyzing any data you receive is to see exactly what information you have been provided.


Region
County
Case Manager
Date of Birth
What can these tell me? How do I relate them to outcomes?
Gender and Race
Placement Program Type
Perm Plan Goal
Months in Custody

So let's look at what the DCS outcomes are:

1. Decrease the number of children entering care
2. Increase the number of children placed in their home county
3. Increase the number of children placed in a family setting
4. Decrease the length of time in custody
5. Increase the number of children exiting custody
6. Decrease the number of children who re-enter care
7. Reduce the number of placement moves for children in care

By looking at the column headers, you can see that the following will lead you to information regarding some of the outcomes:

- Date of Custody (outcome 1)
- Placement program type (outcome 3)
- Months on custody (outcome 4)

In addition, the data can give you a good idea of the demographics of the children in care in your region. By looking at date of birth, gender, and race you can see at a glance which groups contain the most children.

A team leader can use the case manager column to determine the caseload of each of their case managers and the composition of the caseload.

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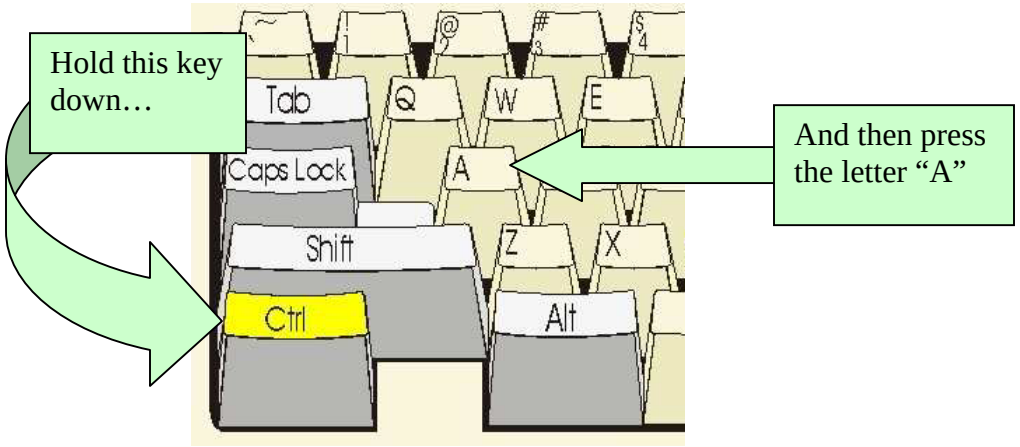
K17 = 4/25/2005

	C	D	E	F	G	H	I	J	K	
1	Manager's Name	Child's DOB	Child's Gender	Child's Race	Child's Hispinic Origin	Custody Date	Adjudication Code	Months in Custody	Permanency Plan Date	Permanency
2	Allen, Cornelius	2/12/1988	M	Black/African American	N	2/18/2004	N	19.4	1/31/2005	Exit Custody t
3	Allen, Cornelius	10/2/1987	M	Black/African American	N	4/29/2004	N	17.1	5/28/2004	Exit Custody t
4	Allen, Cornelius	11/10/1988	M	White	N	4/9/2003	N	29.7	5/18/2005	Reunify with P
5	Allen, Cornelius	3/18/1989	M	White	N	4/19/2005	N	5.4	7/14/2005	Exit Custody t

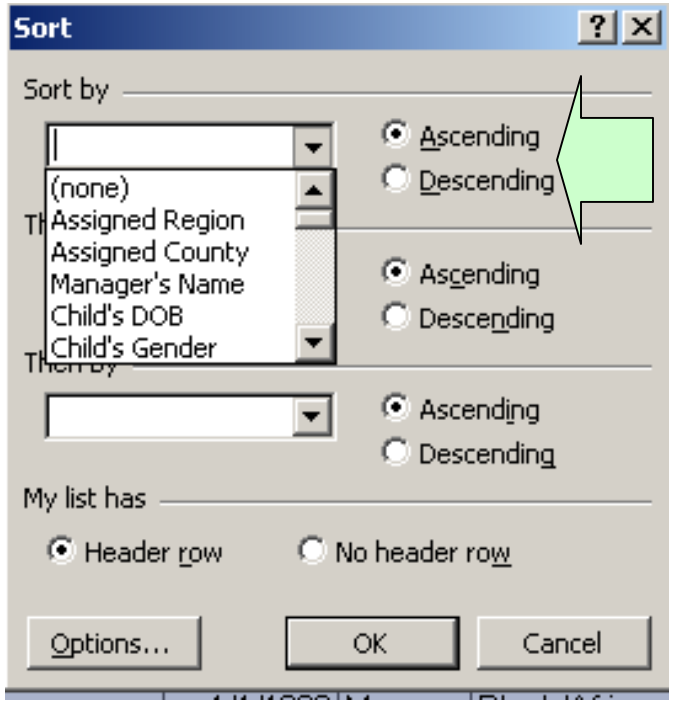
Let's begin with a very simple table to determine how many children your region has in custody.

Sort by Region

Highlight your entire spreadsheet by holding down the control key on your keyboard and then tapping the letter "A."



Now that your spreadsheet is highlighted, from the top menu choose "Data," then "Sort."



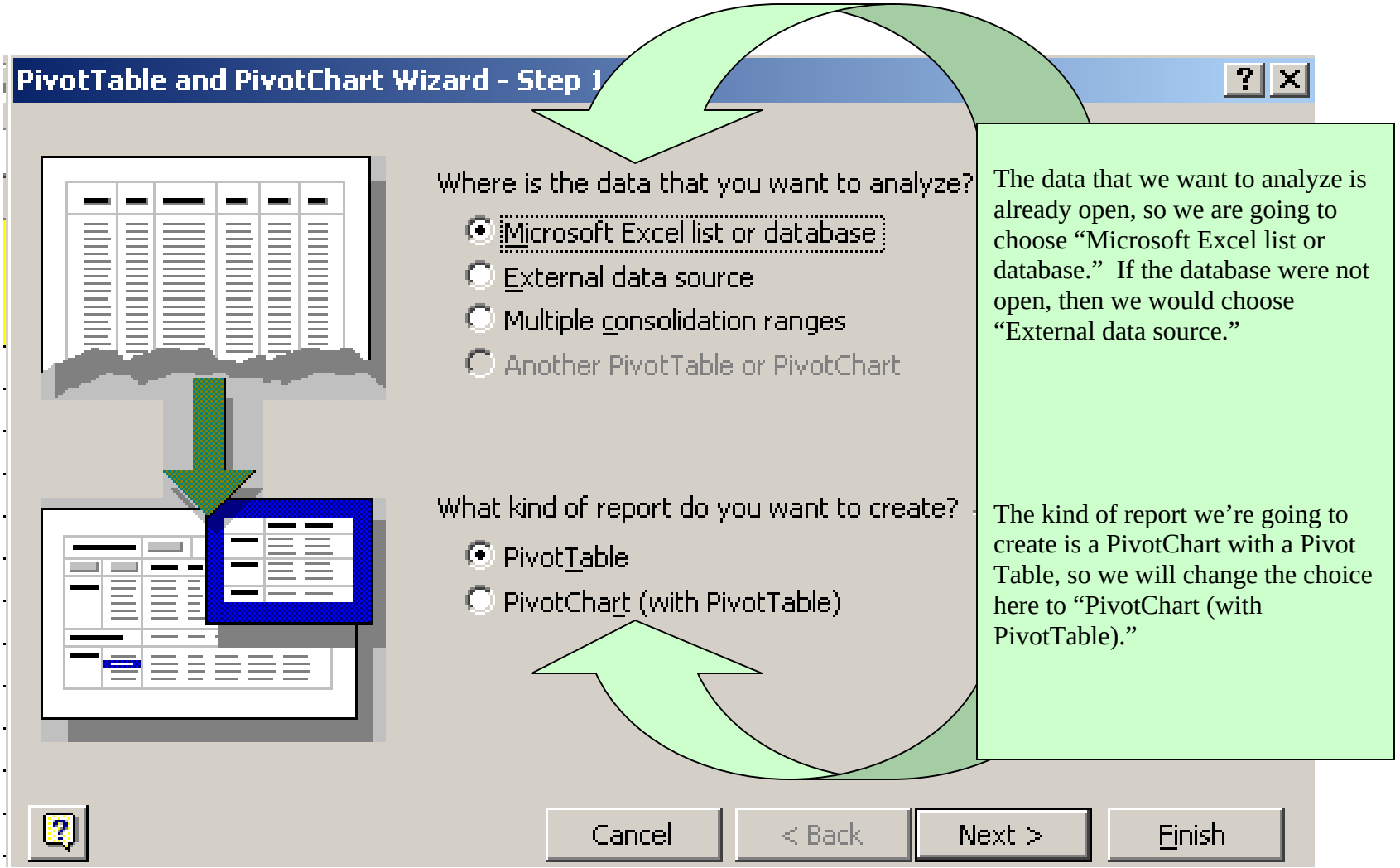
To sort by region, choose "Assigned Region" from the dropdown list.

If you choose Ascending, your resulting list will be from smallest (A) to largest (Z). If you choose Descending, your resulting list will be from largest (Z) to smallest (A).

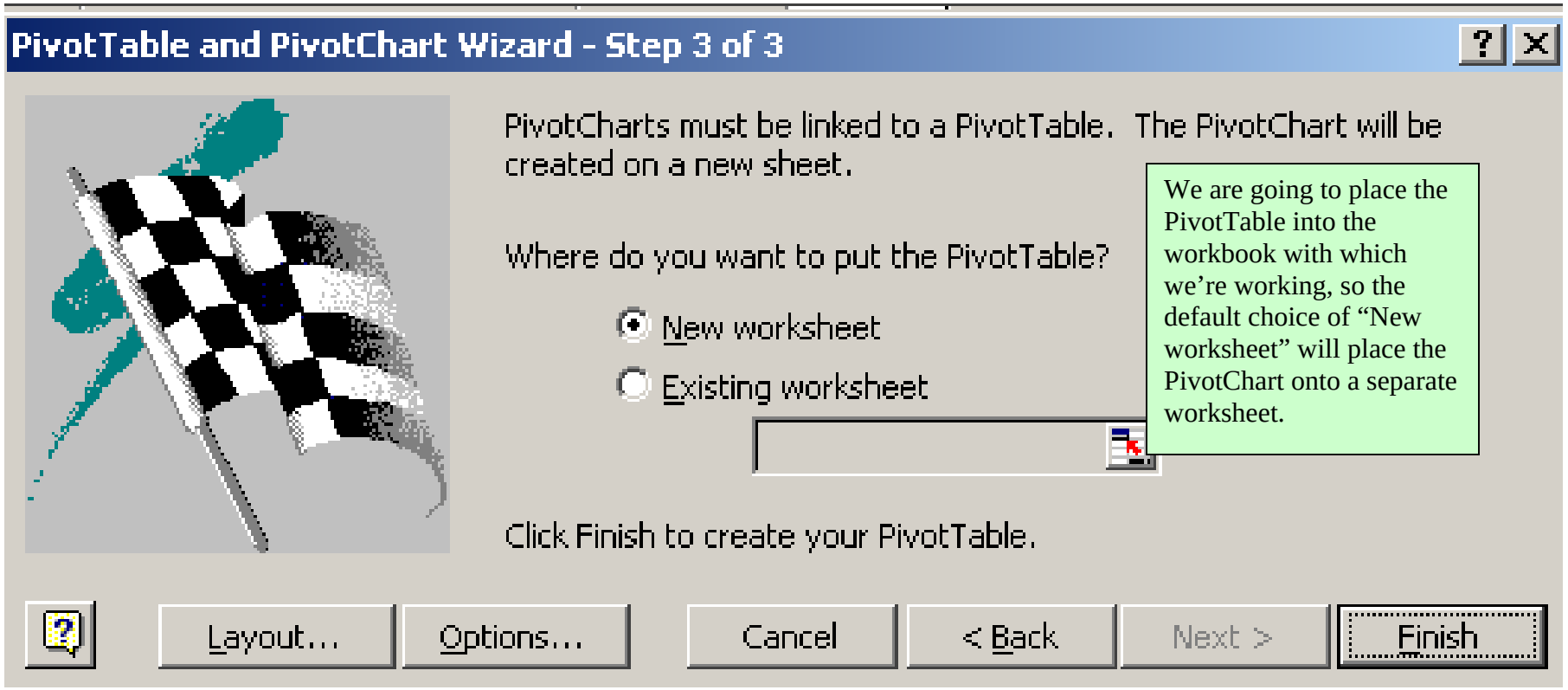
Now that we have the list sorted, let's use PivotTables to determine how many children your region has in active custody.

PivotTables

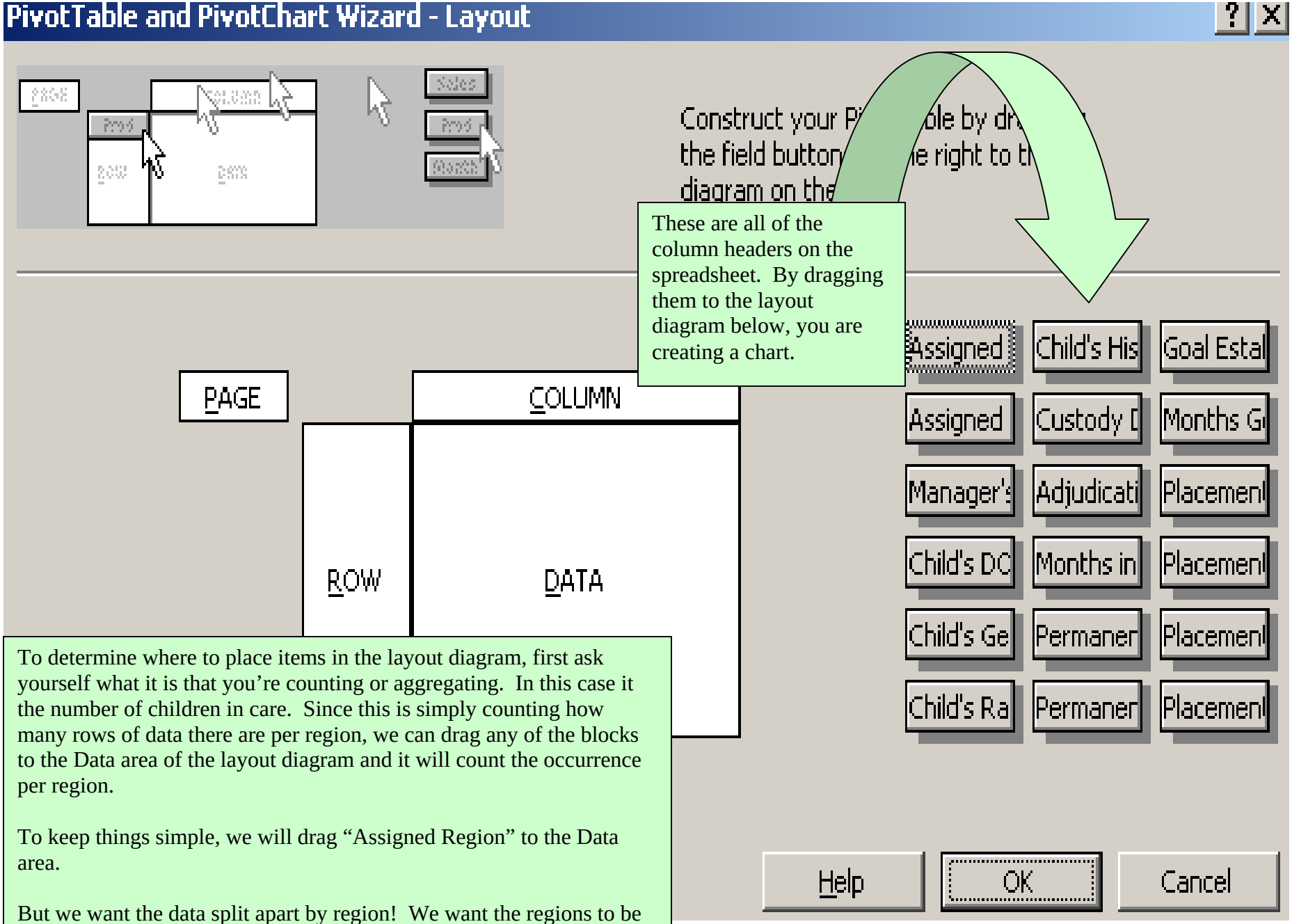
Choose "Data" from the top menu, and then choose "PivotTable and PivotChart Report."



Choose "Next." The next screen you will see will be asking you where the data is that you want to use. By default, your entire spreadsheet will be highlighted. Choose "Next."



Now choose "Layout."



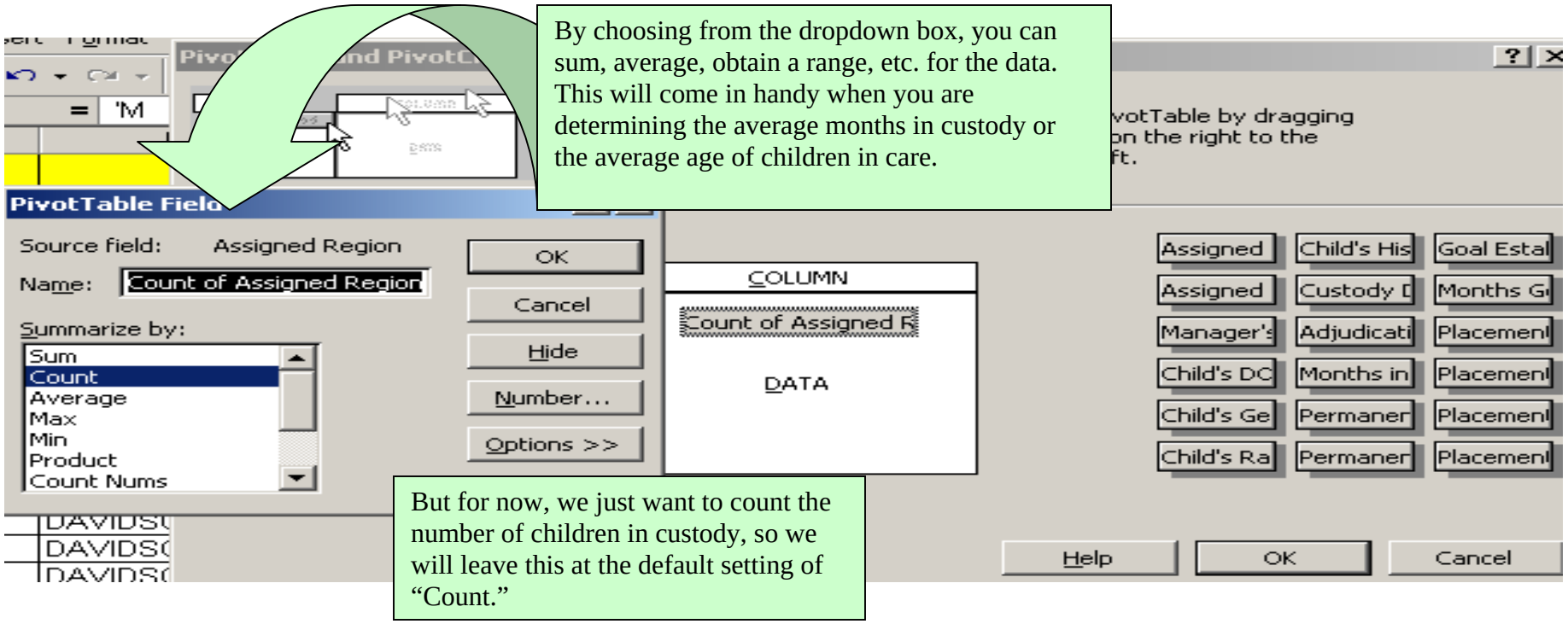
To determine where to place items in the layout diagram, first ask yourself what it is that you're counting or aggregating. In this case it the number of children in care. Since this is simply counting how many rows of data there are per region, we can drag any of the blocks to the Data area of the layout diagram and it will count the occurrence per region.

To keep things simple, we will drag "Assigned Region" to the Data area.

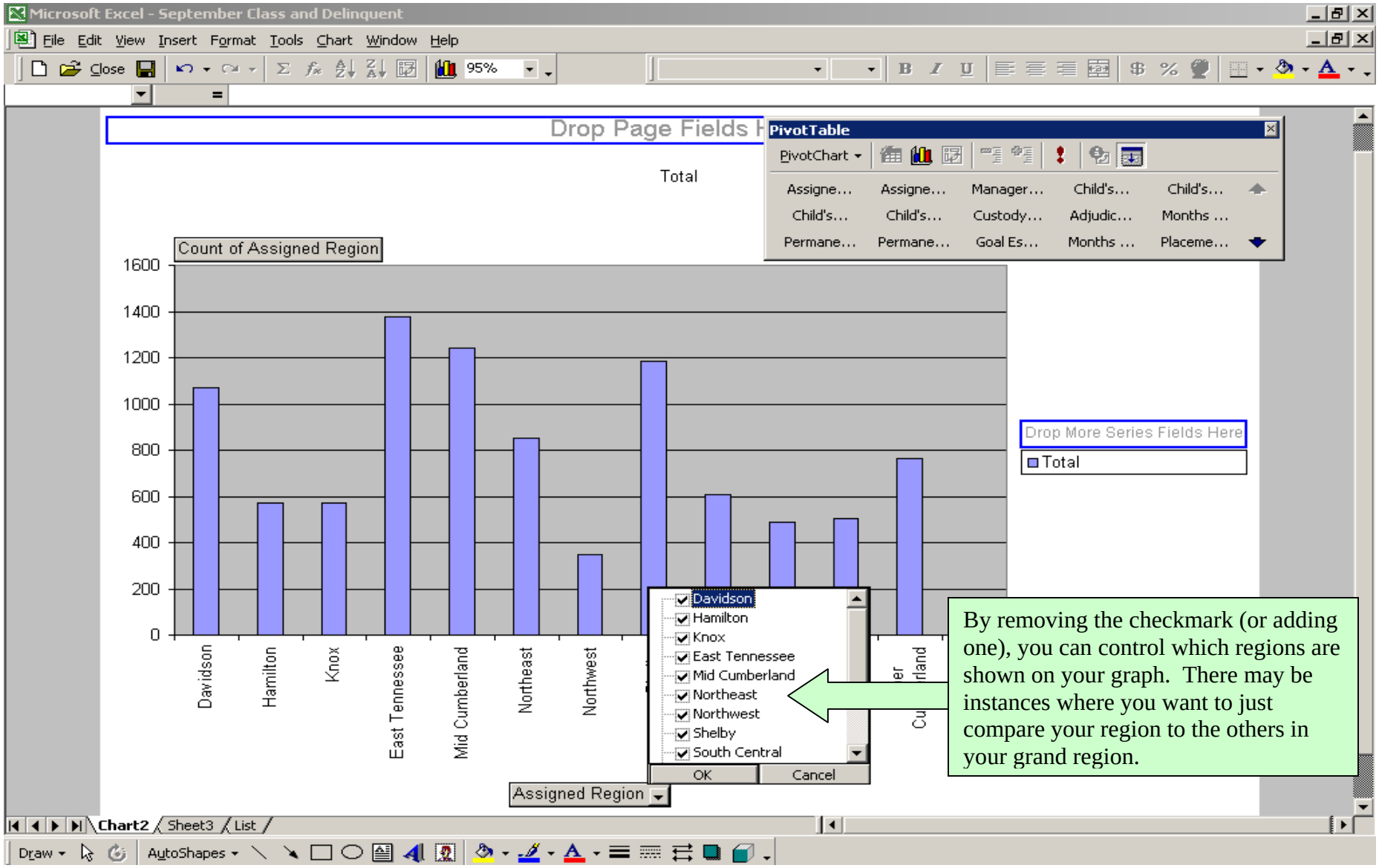
But we want the data split apart by region! We want the regions to be listed down the left side of the table, so we will drag "Assigned Region" to the Row area.

Notice that when you drag "Assigned Region" to the Data area, it changes the block to read "Count of Assigned Region." The mathematical function of counting is the default choice. But sometimes you may want an average or a sum, rather than a count of occurrences.

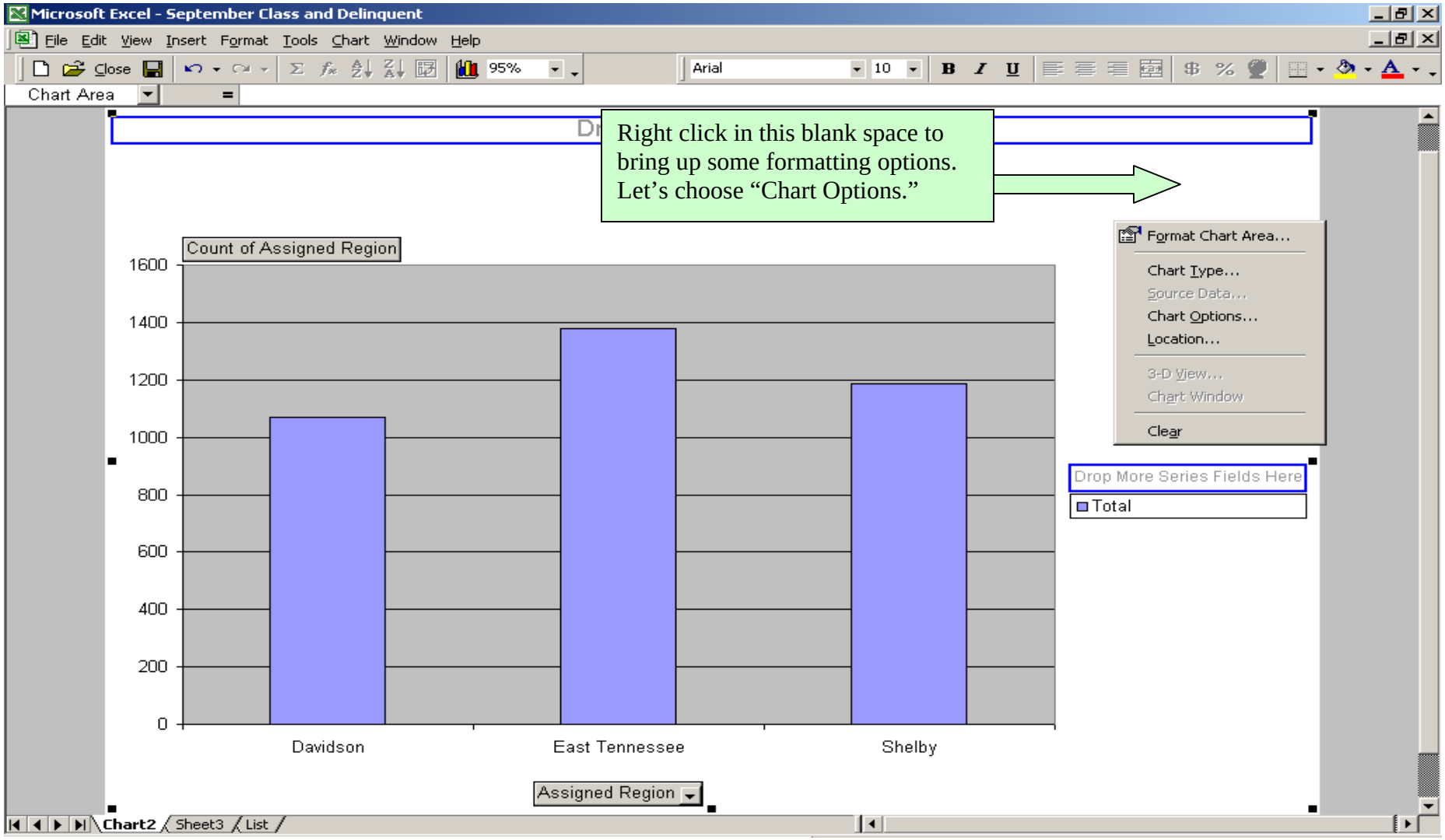
Double click the block you placed in the Data area.

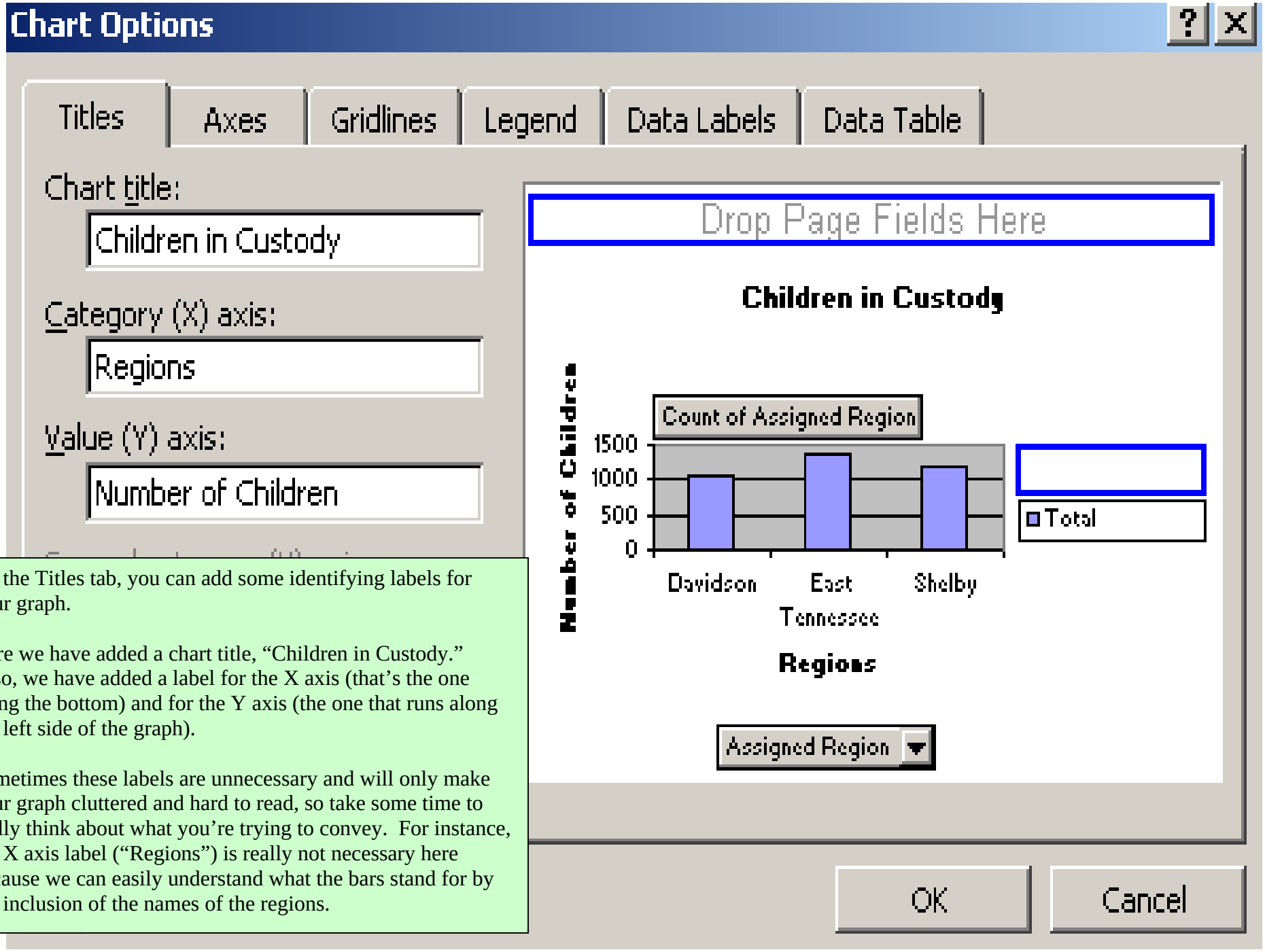


Click "OK" and then "Finish."



We're going to look at just Davidson, East Tennessee, and Shelby. By removing the checkmark for all but these regions, we are left with a graph of just the three chosen regions.





On the Titles tab, you can add some identifying labels for your graph.

Here we have added a chart title, "Children in Custody." Also, we have added a label for the X axis (that's the one along the bottom) and for the Y axis (the one that runs along the left side of the graph).

Sometimes these labels are unnecessary and will only make your graph cluttered and hard to read, so take some time to really think about what you're trying to convey. For instance, the X axis label ("Regions") is really not necessary here because we can easily understand what the bars stand for by the inclusion of the names of the regions.

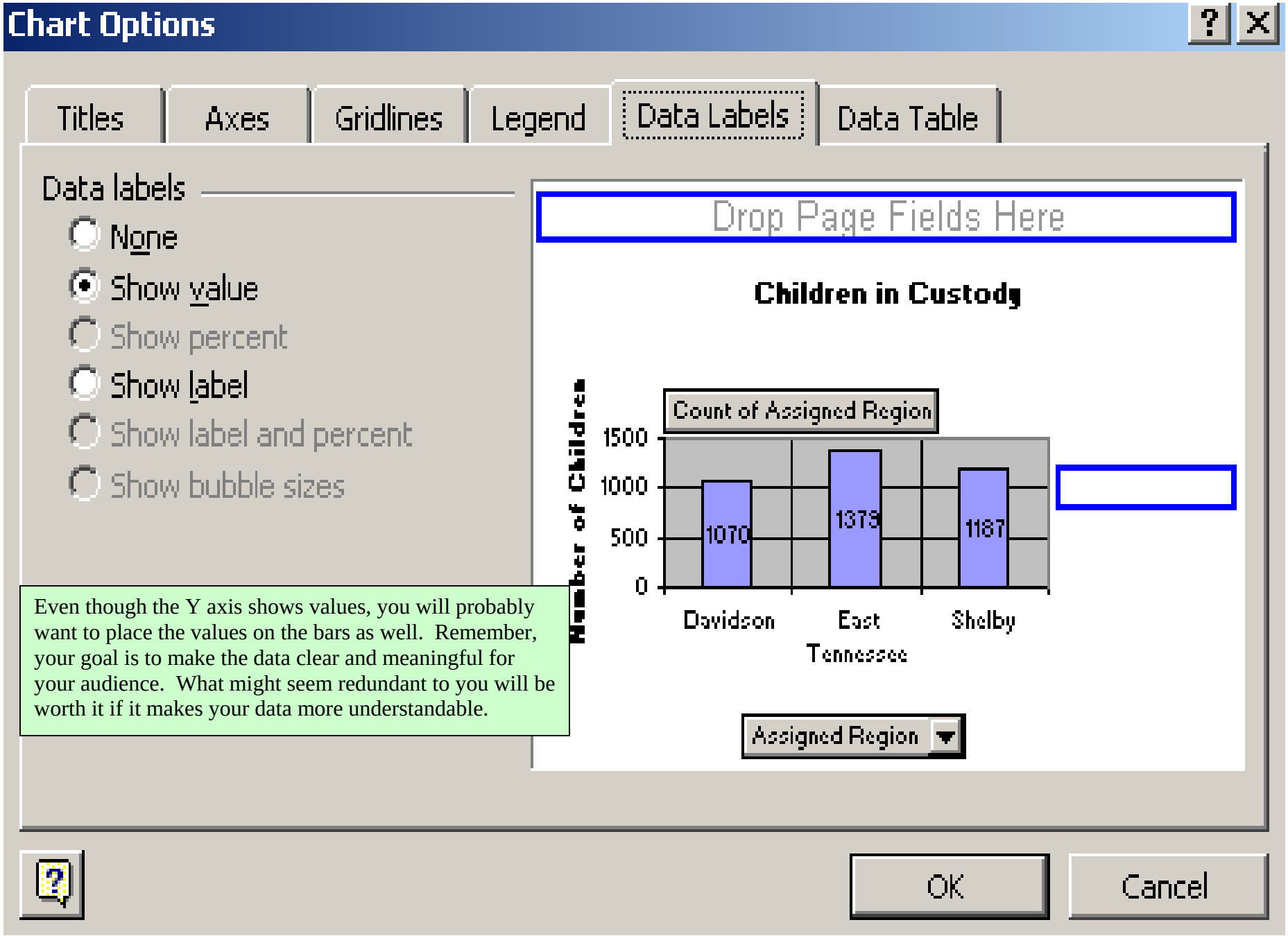
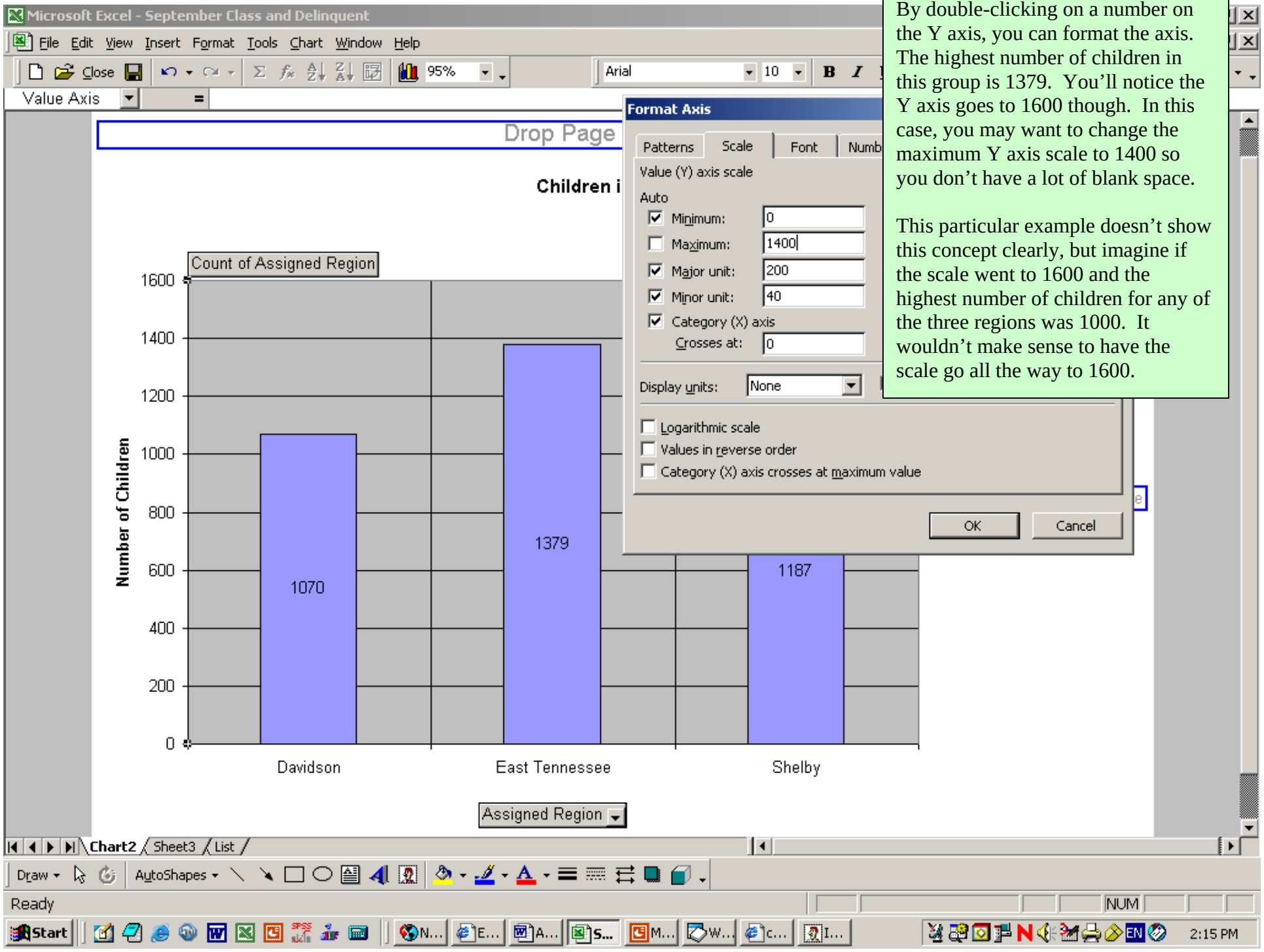
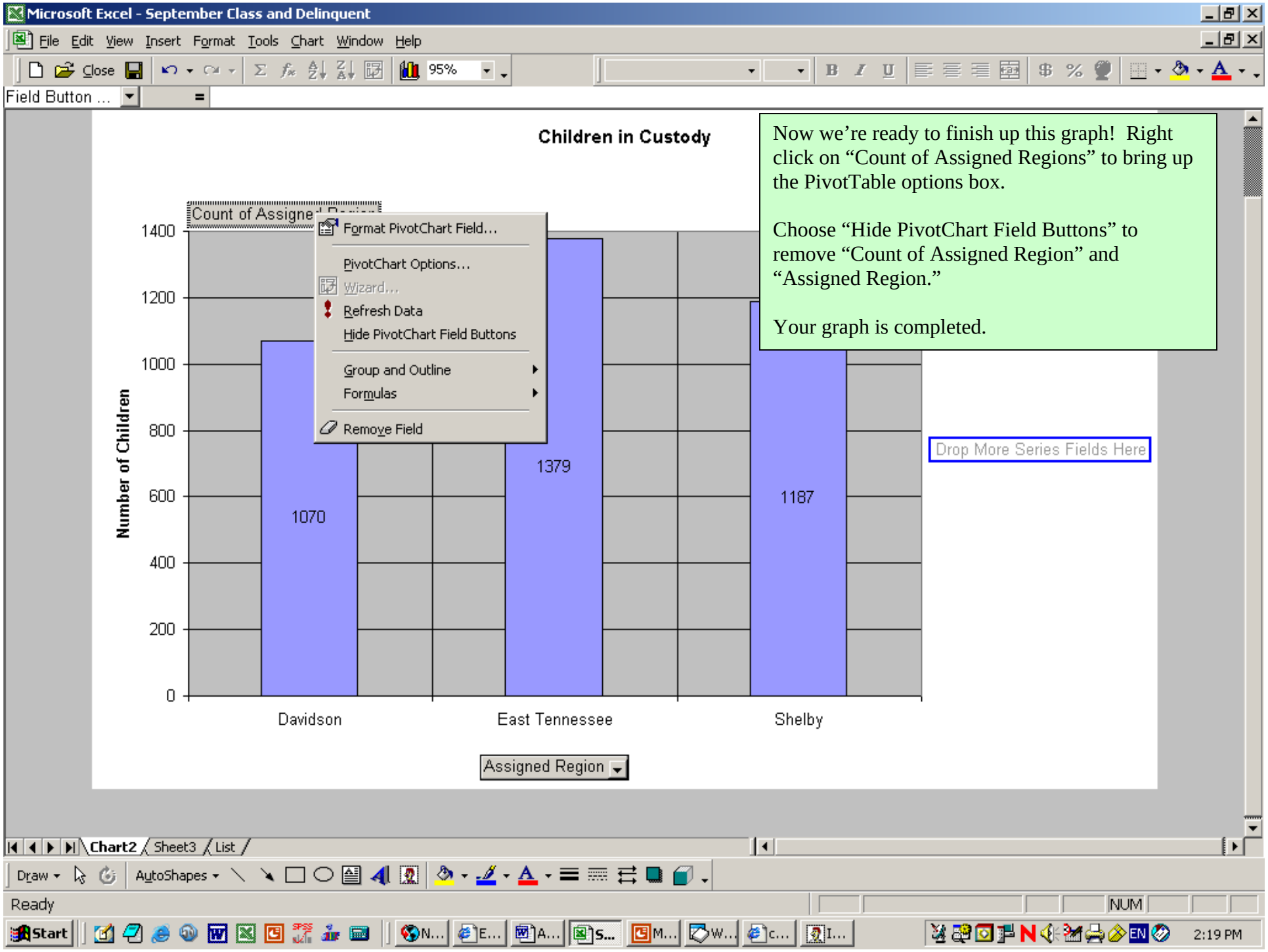


Chart Options
Titles
Axes
Gridlines
Legend
Data Labels
Data Table
Data labels
None
Show value
Show percent
Show label
Show label and percent
Show bubble sizes
Drop Page Fields Here
Children in Custody
Count of Assigned Region
1500
1000
500
0
1070
1373
1187
Davidson
East
Shelby
Tennessee
Assigned Region
Even though the Y axis shows values, you will probably want to place the values on the bars as well. Remember, your goal is to make the data clear and meaningful for your audience. What might seem redundant to you will be worth it if it makes your data more understandable.
OK
Cancel



By double-clicking on a number on the Y axis, you can format the axis. The highest number of children in this group is 1379. You'll notice the Y axis goes to 1600 though. In this case, you may want to change the maximum Y axis scale to 1400 so you don't have a lot of blank space.

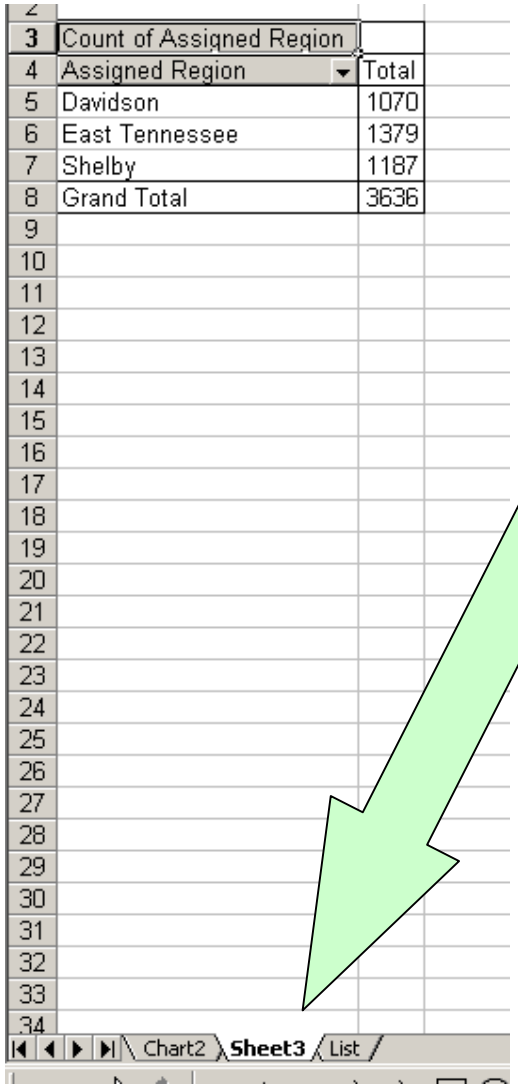
This particular example doesn't show this concept clearly, but imagine if the scale went to 1600 and the highest number of children for any of the three regions was 1000. It wouldn't make sense to have the scale go all the way to 1600.



Now we're ready to finish up this graph! Right click on "Count of Assigned Regions" to bring up the PivotTable options box.

Choose "Hide PivotChart Field Buttons" to remove "Count of Assigned Region" and "Assigned Region."

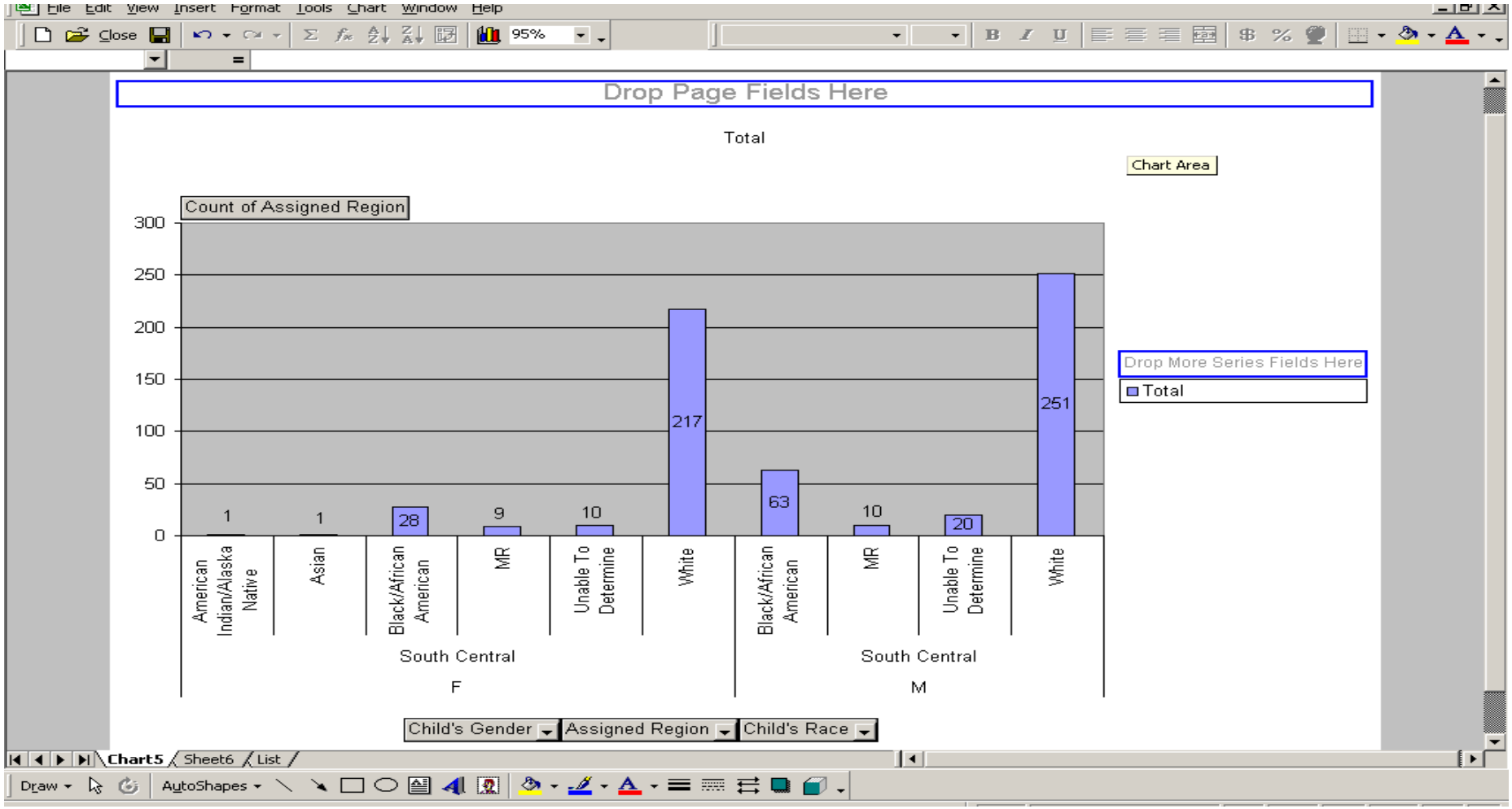
Your graph is completed.

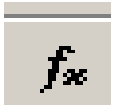


To see the chart that goes along with this graph, click on the "Sheet 3" tab in your workbook.

Now let's try a more difficult one! Let's determine the demographics (gender, race for now – age we'll cover later in the formula section) for the South Central region.

Follow all previous instructions. When you come to choosing the layout, drag "Child's Gender," "Child's Race," and "Assigned Region" to the Row area of the layout diagram. Add "Assigned Region" to the Data area.



Formulas 

There are times when data in a spreadsheet will need to have calculations performed on them. With the use of various formulas, these calculations are virtually pain-free, making life simpler for those who "can't do the math!"

One of the things that we need on our spreadsheet is the age of the child. This is not provided, however we do have the date of birth – so we know that this is something we need to calculate.

First, let's create a column into which we will be able to put our new data.

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File Edit View Insert Format Tools Data Window Help

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D1

Click on the column label "D" to highlight the entire column.

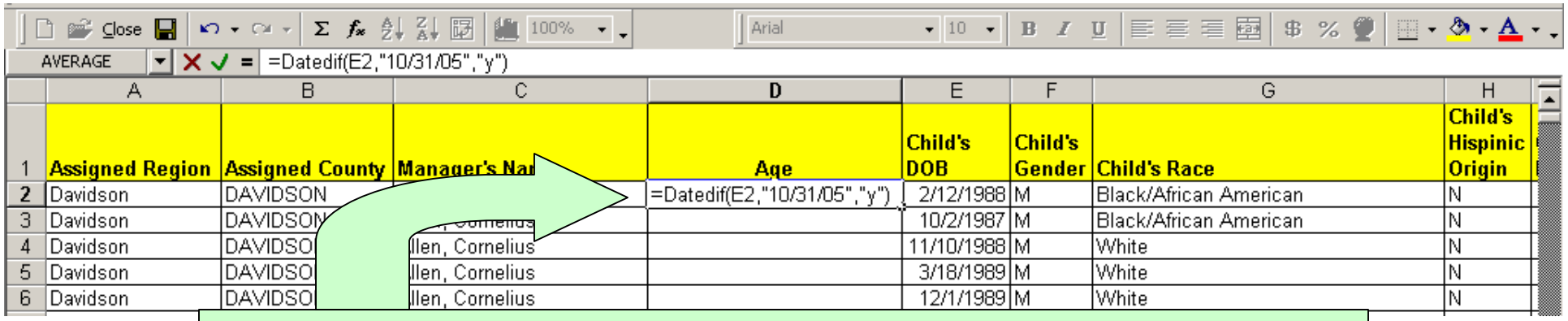
Right click on the highlighted column and then choose "Insert."

Cut
Copy
Paste
Paste Special...
Insert
Cells...
Column Width...
Hide
Unhide

	Assigne			Child's DOB		Race	Child's Hispanic Origin	Custody Date	Adjudication Code	M C
2	Davidso			2/12/1		frican American	N	2/18/2004	N	
3	Davidso			10/2/1		frican American	N	4/29/2004	N	
4	Davidso			11/10/1			N	4/9/2003	N	
5	Davidson	DAVIDSON	ornelius	3/18/1			N	4/19/2005	N	
6	Davidson	DAVIDSON	ornelius	12/1			N	5/11/2005	N	
7	Davidson	DAVIDSON	rnelius	9/3/			Y	5/16/2005	N	
8	Davidson	DAVIDSON	elius	10/2		frican American	N	8/5/2004	N	
9	Davidson	DAVIDSON	lius				N	6/17/2005	N	
10	Davidson	DAVIDSON	Allen				N	8/3/1998	N	
11	Davidson	DAVIDSON	Allen, Cornelius				N	8/3/1998	N	
12	Davidson	DAVIDSON	Allen, Cornelius	6/18/1992	M	White	N	7/21/2004	N	
13	Davidson	DAVIDSON	Allen, Cornelius	1/1/1988	M	Black/African American	N	8/14/2001	N	
14	Davidson	DAVIDSON	Allen, Cornelius	10/16/1990	M	White	N	3/15/2005	N	

Now for the fun!

Name your new column "Age" and then place your cursor in the first empty cell of your new column.



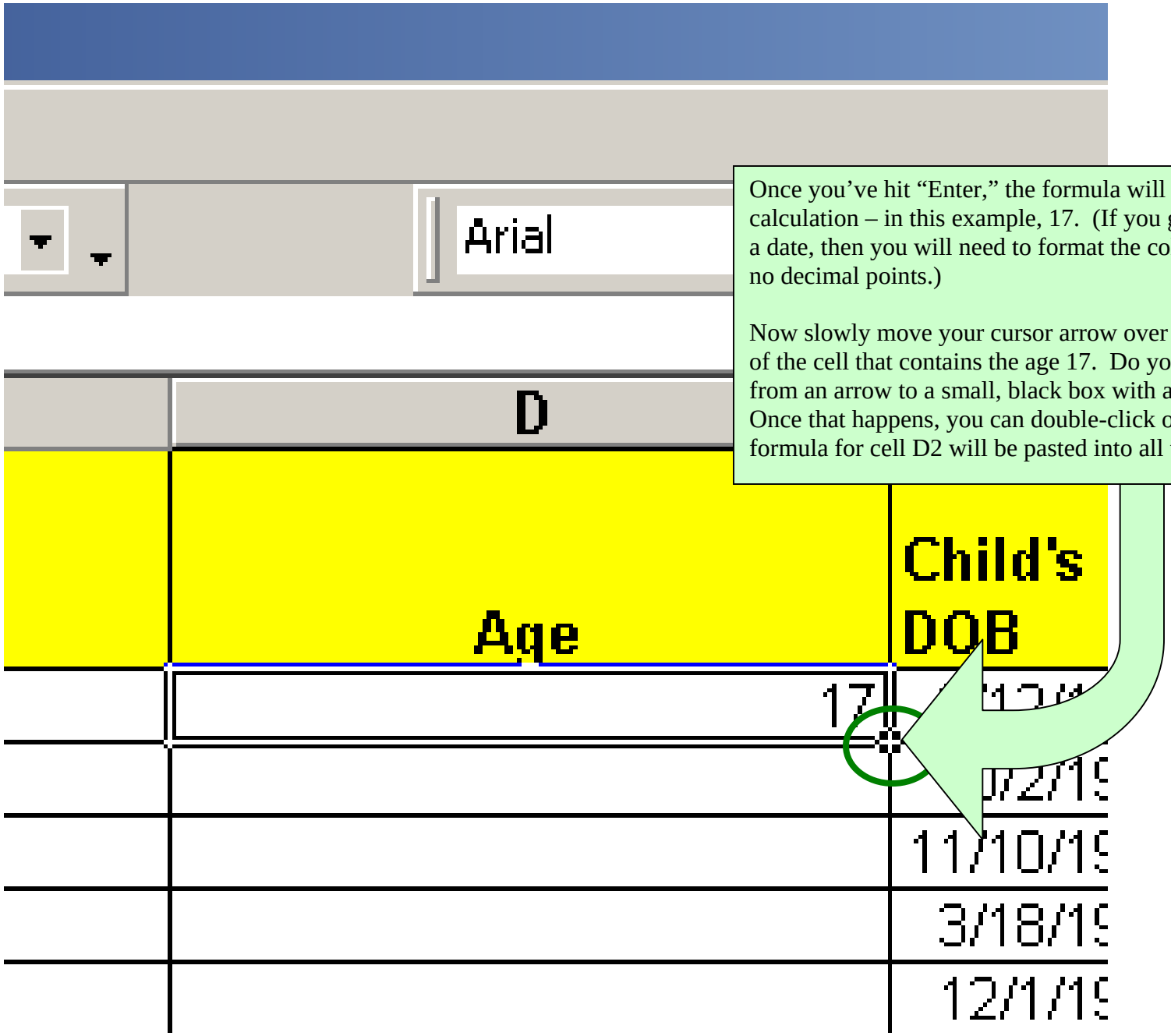
AVERAGE | =Datedif(E2,"10/31/05","y")

	A	B	C	D	E	F	G	H
1	**Assigned Region**	**Assigned County**	**Manager's Nar**	**Age**	**Child's DOB**	**Child's Gender**	**Child's Race**	**Child's Hispinic Origin**
2	Davidson	DAVIDSON		=Datedif(E2,"10/31/05","y")	2/12/1988	M	Black/African American	N
3	Davidson	DAVIDSON			10/2/1987	M	Black/African American	N
4	Davidson	DAVIDSO	llen, Cornelius		11/10/1988	M	White	N
5	Davidson	DAVIDSO	llen, Cornelius		3/18/1989	M	White	N
6	Davidson	DAVIDSO	llen, Cornelius		12/1/1989	M	White	N

All formulas begin with the equal sign ("="). The formula to calculate age is =Datedif(E2,"10/31/05","y")

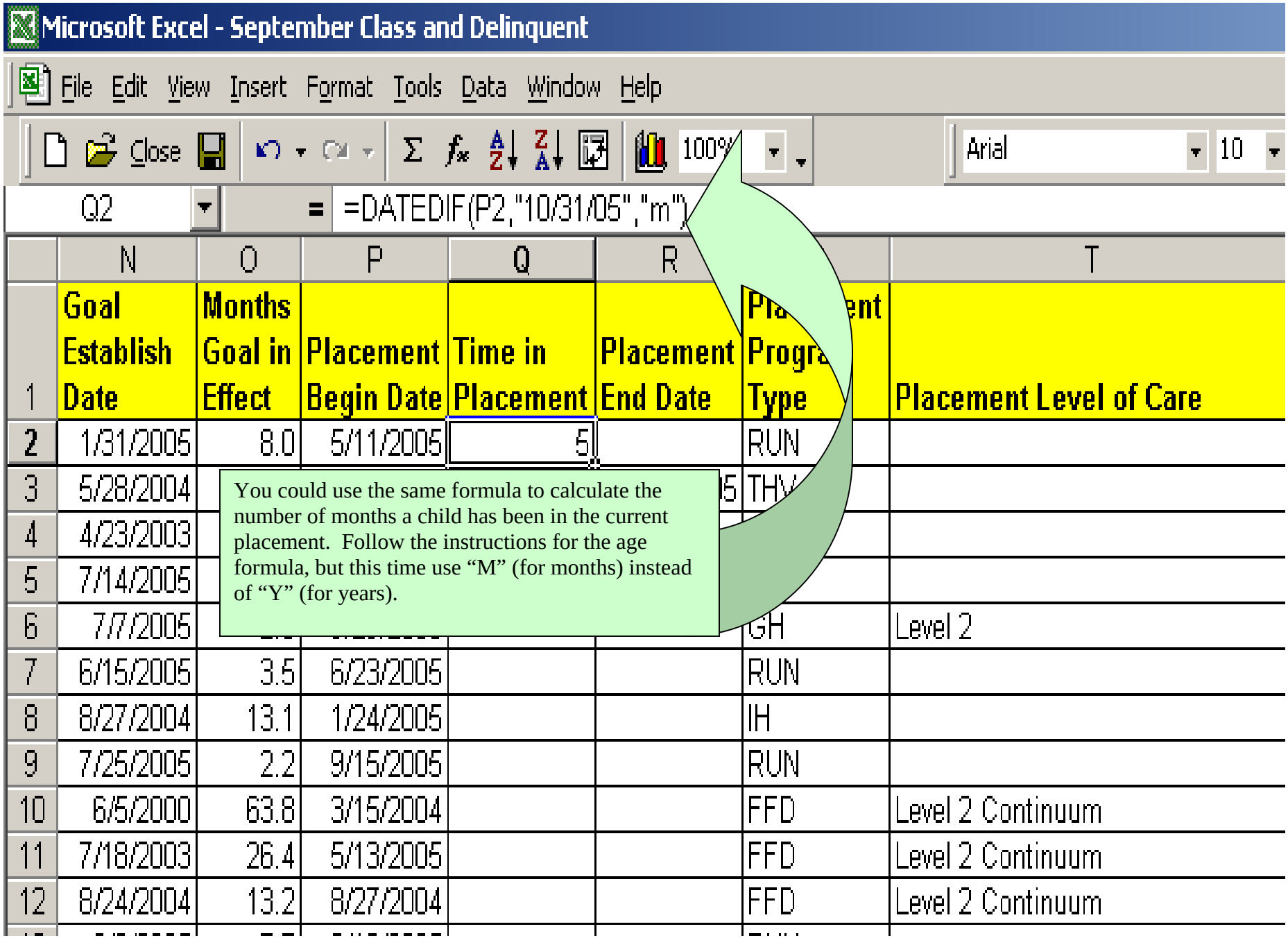
- Datedif is the name of the formula
- (…) Parentheses will surround the variables of your formula
- E2 – this is the beginning age, or date of birth. For this first one, you could have typed in "2/12/1998," but when you copy the formula to the rest of the column, it will compute all ages based on that particular date of birth. Therefore, you want it to reference the cell instead. That cell is E2.
- 10/31/05 – I'm using the last day of the month, but you could use whatever day you wish. By using 10/31/05, we will find out how old the child was as of 10/31/05.
- Y – This will calculate the number of years. You could use "M" for number of months or "D" for number of days.

When you've typed the formula, hit the "Enter" key.



Once you've hit "Enter," the formula will be replaced by the calculation – in this example, 17. (If you get anything else, such as a date, then you will need to format the column for "number" with no decimal points.)

Now slowly move your cursor arrow over the bottom right corner of the cell that contains the age 17. Do you see how it changes from an arrow to a small, black box with a white cross inside? Once that happens, you can double-click on the small box and the formula for cell D2 will be pasted into all the cells in column D.



	N	O	P	Q	R		T
1	Goal Establish Date	Months Goal in Effect	Placement Begin Date	Time in Placement	Placement End Date	Pla ent Progra Type	Placement Level of Care
2	1/31/2005	8.0	5/11/2005	5		RUN	
3	5/28/2004				5	THV	
4	4/23/2003						
5	7/14/2005						
6	7/7/2005					GH	Level 2
7	6/15/2005	3.5	6/23/2005			RUN	
8	8/27/2004	13.1	1/24/2005			IH	
9	7/25/2005	2.2	9/15/2005			RUN	
10	6/5/2000	63.8	3/15/2004			FFD	Level 2 Continuum
11	7/18/2003	26.4	5/13/2005			FFD	Level 2 Continuum
12	8/24/2004	13.2	8/27/2004			FFD	Level 2 Continuum

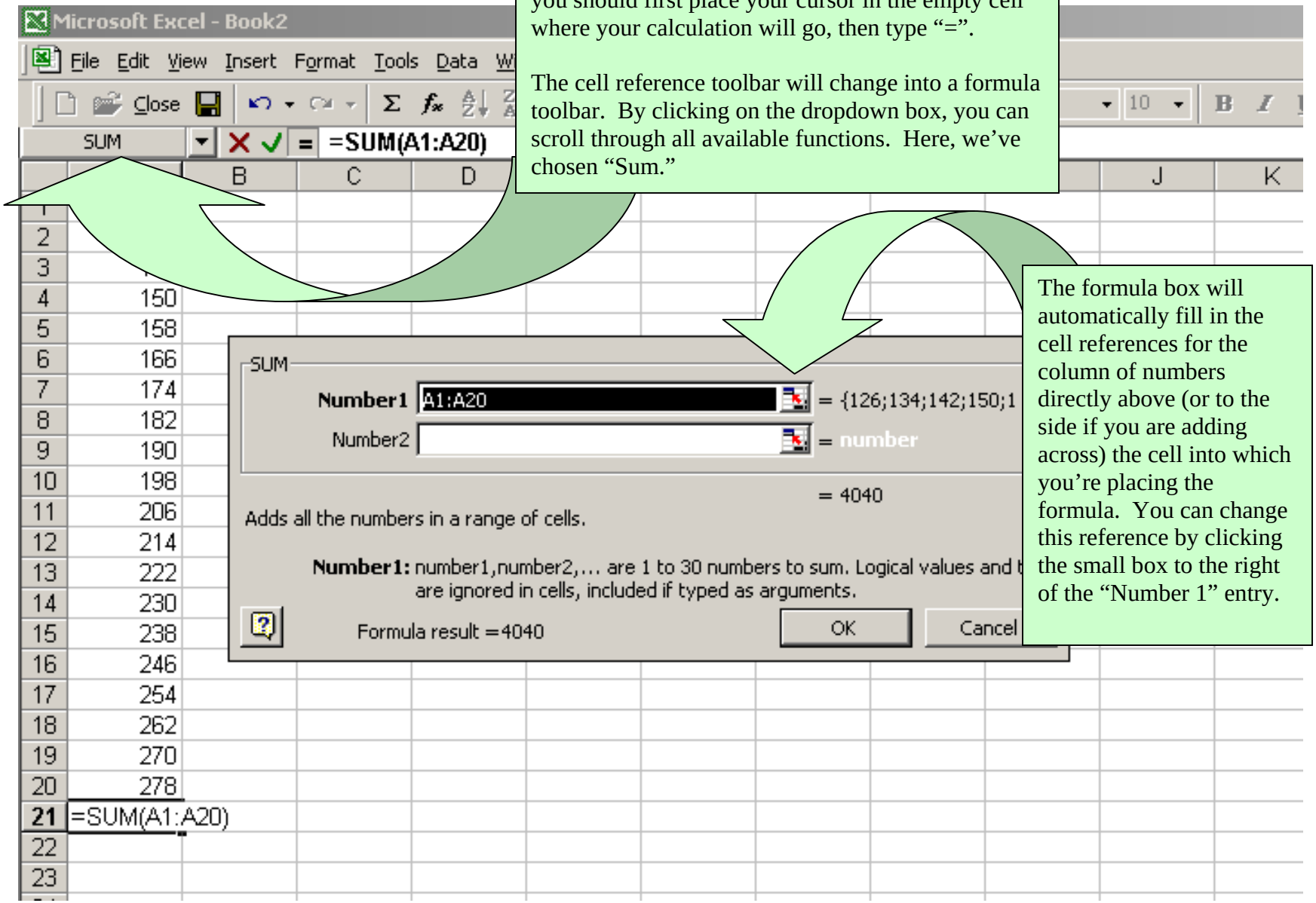
When you are dealing with massive amounts of data, it is always advisable to use a formula when performing calculations. The first and most obvious reason is that it's quicker to let the computer do it for you. But more important than convenience is accuracy. The less you have to manually type in numbers, the fewer the errors.

There are too many formulas in Excel to list here, so we will focus on the ones that will benefit you most when dealing with CQI data.

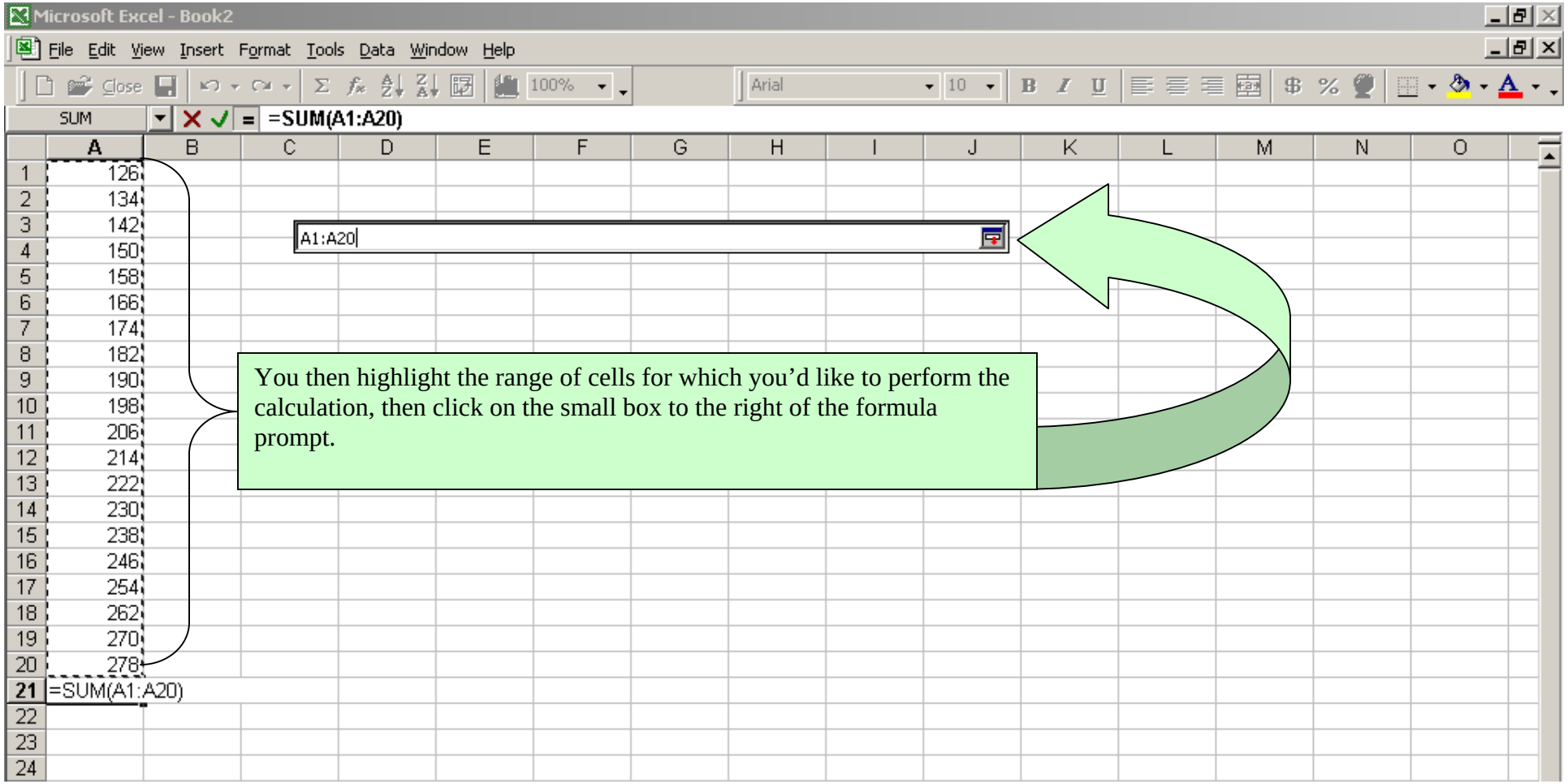
Addition (Sum)

Nobody expects you to memorize all the formulas available, so when you are ready to use a formula you should first place your cursor in the empty cell where your calculation will go, then type "=".

The cell reference toolbar will change into a formula toolbar. By clicking on the dropdown box, you can scroll through all available functions. Here, we've chosen "Sum."

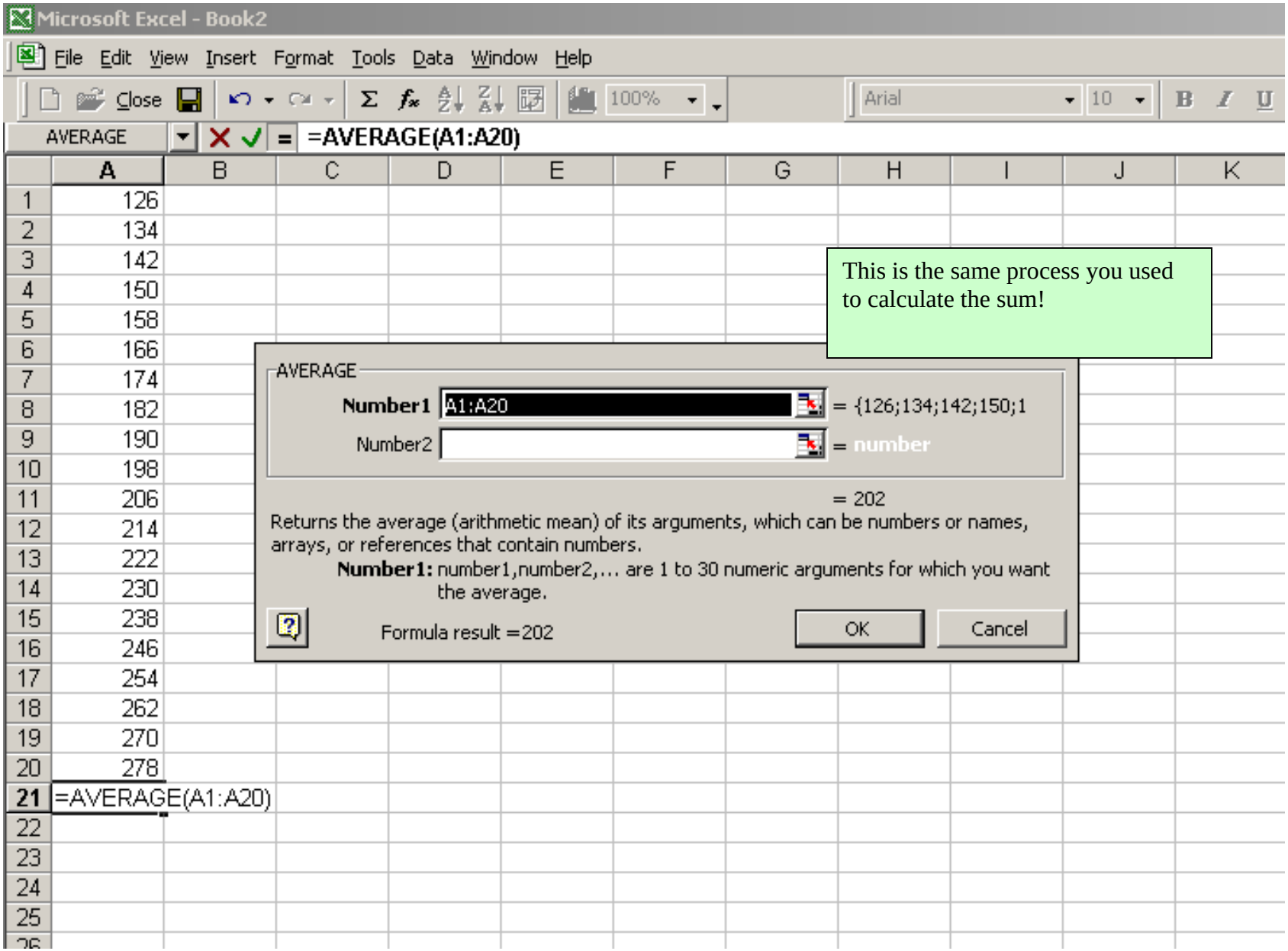


The formula box will automatically fill in the cell references for the column of numbers directly above (or to the side if you are adding across) the cell into which you're placing the formula. You can change this reference by clicking the small box to the right of the "Number 1" entry.

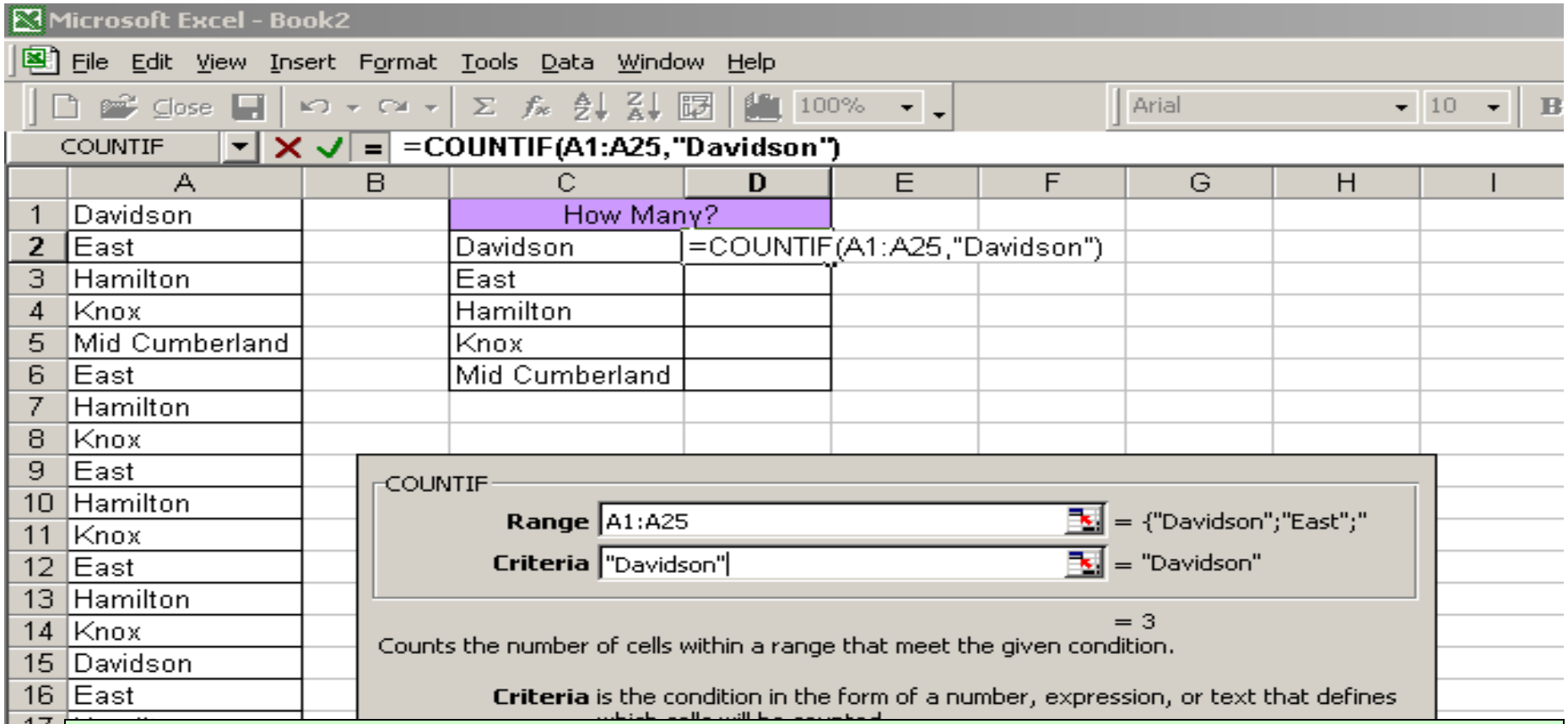


Click "OK" and you're done!

Mean (Average)



Count (Countif)



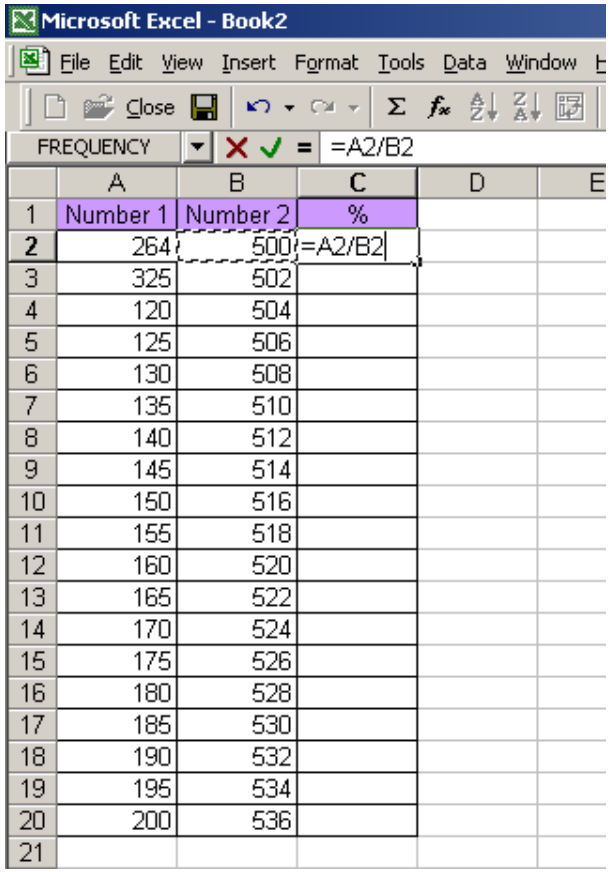
Look at the list in column A. Let's imagine that you want to know how many times each region shows up in that list (you could do this quickly with PivotTables, couldn't you?).

The "Countif" formula will count each occurrence based on the criteria you supply, and place the calculation into the cell you've designated.

Here we've highlighted cells A1 through A25 in column A as the range, with the criteria being "Davidson." Be sure to type the criteria exactly as it appears in your list! The quotation marks enclosing your criteria will be added automatically, but you may type them in if you prefer.

General Mathematic Calculations

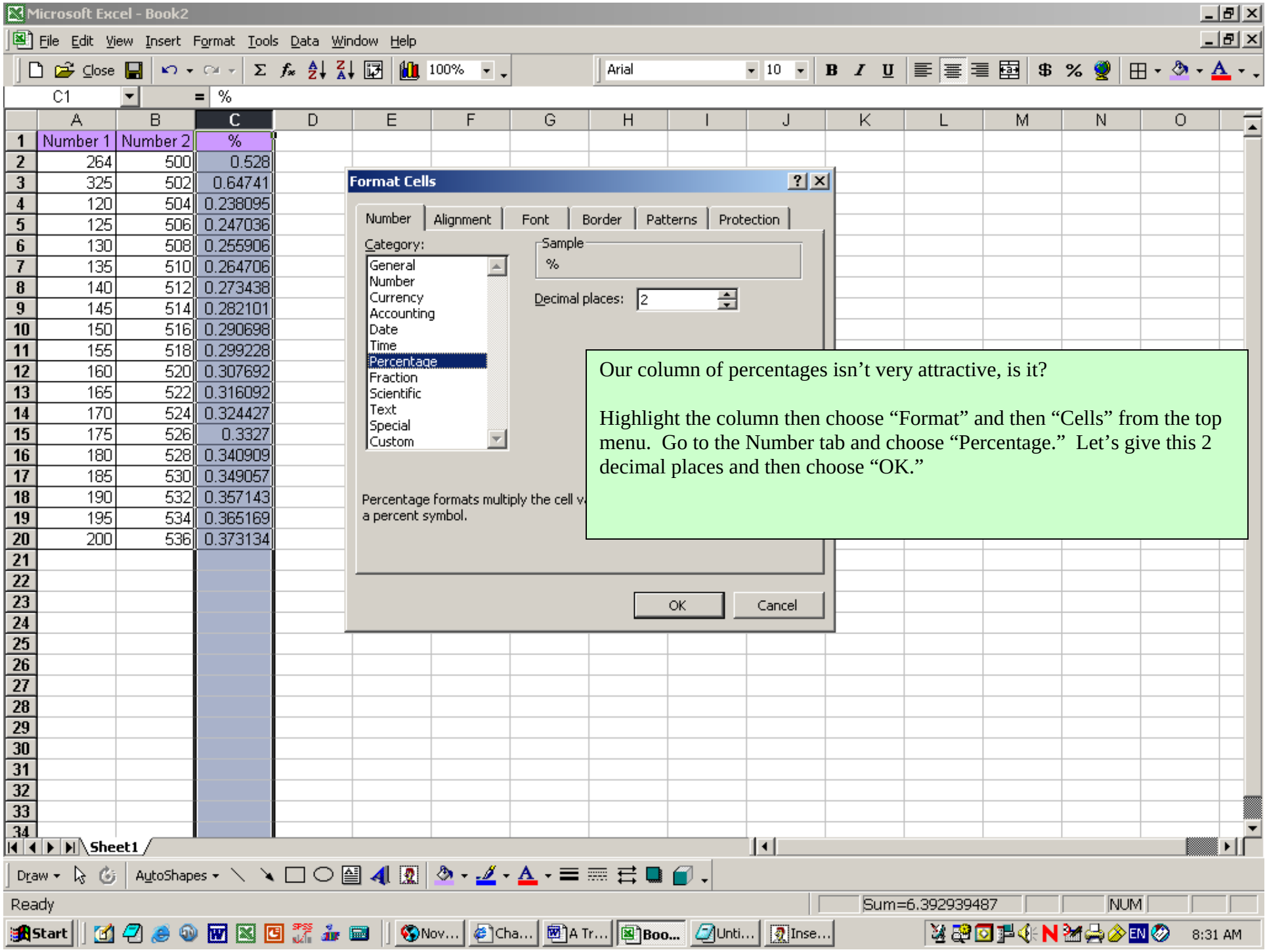
There are times when you just want to perform a simple calculation and you won't need to find a formula.

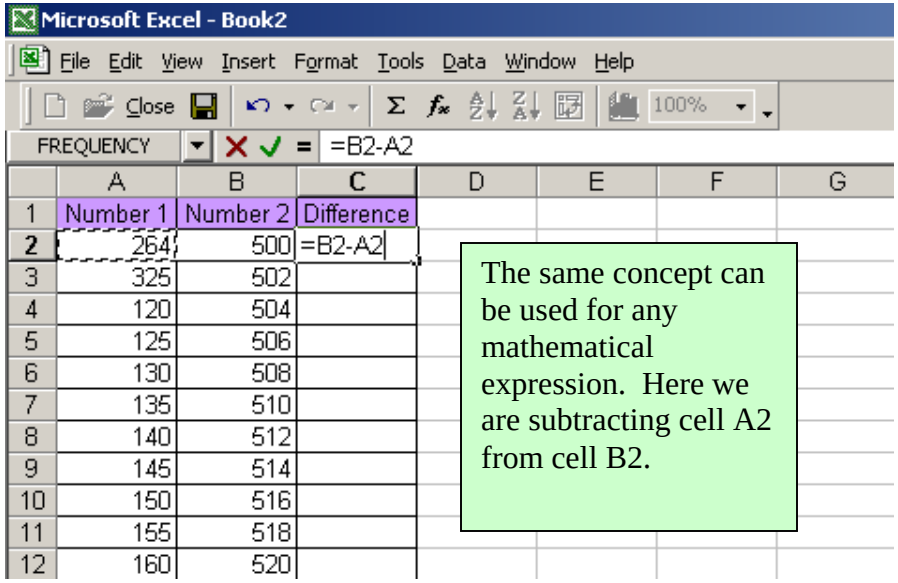


	A	B	C	D	E
1	Number 1	Number 2	%		
2	264	500	=A2/B2		
3	325	502			
4	120	504			
5	125	506			
6	130	508			
7	135	510			
8	140	512			
9	145	514			
10	150	516			
11	155	518			
12	160	520			
13	165	522			
14	170	524			
15	175	526			
16	180	528			
17	185	530			
18	190	532			
19	195	534			
20	200	536			
21					

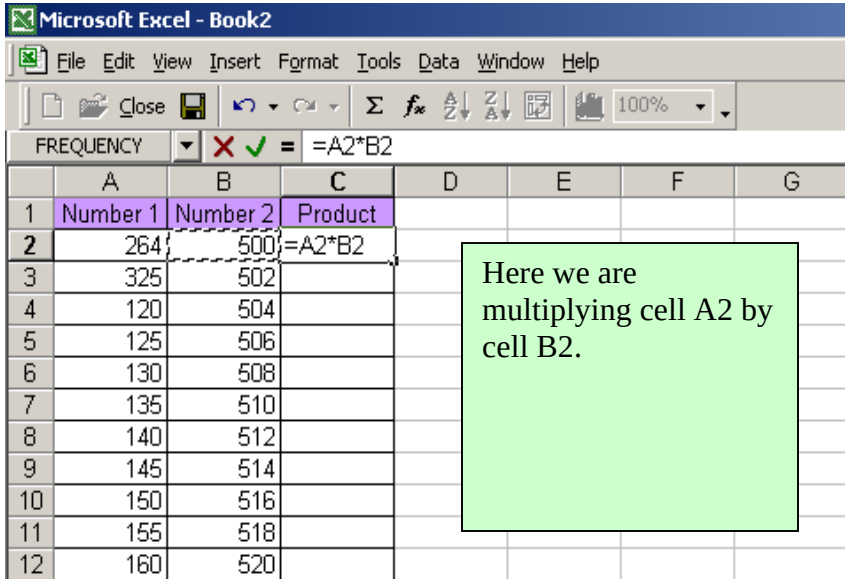
Here we want to determine what percentage Number 1 is of Number 2.

Create a column for the answer (%), type "=" in the first blank cell, then click on cell A2, type the division sign "/", then click on cell B2. Now hit "Enter" to get your answer!


Microsoft Excel - Book2
File Edit View Insert Format Tools Data Window Help
Close
100%
Arial
10
C1
=
%
Number 1
Number 2
%
264 500 0.528
325 502 0.64741
120 504 0.238095
125 506 0.247036
130 508 0.255906
135 510 0.264706
140 512 0.273438
145 514 0.282101
150 516 0.290698
155 518 0.299228
160 520 0.307692
165 522 0.316092
170 524 0.324427
175 526 0.3327
180 528 0.340909
185 530 0.349057
190 532 0.357143
195 534 0.365169
200 536 0.373134
Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
%
Decimal places:
2
Percentage formats multiply the cell v
a percent symbol.
OK
Cancel
Our column of percentages isn't very attractive, is it?
Highlight the column then choose "Format" and then "Cells" from the top menu. Go to the Number tab and choose "Percentage." Let's give this 2 decimal places and then choose "OK."
Sheet1
Draw
AutoShapes
Ready
Sum=6.392939487
NUM
Start
8:31 AM



The same concept can be used for any mathematical expression. Here we are subtracting cell A2 from cell B2.



Here we are multiplying cell A2 by cell B2.

Any of these functions can be performed using a formula from the dropdown list. Sometimes it's just easier to type it in yourself than to look it up, though!

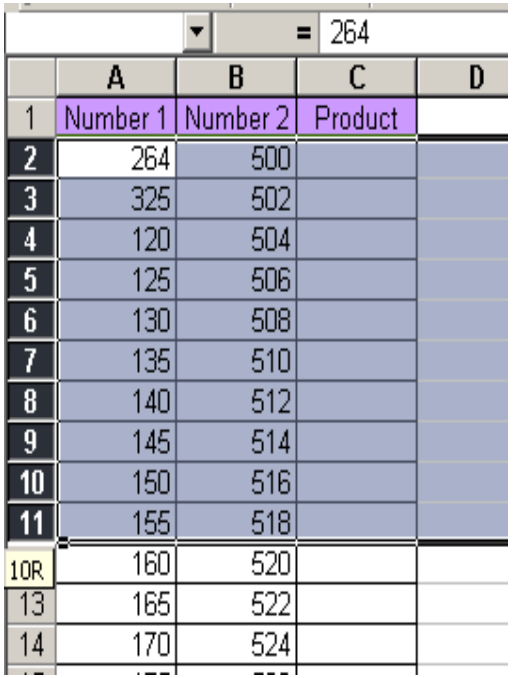
With practice, these will become second nature to you and make your work a lot easier, as well as more accurate.

Tips and Tricks

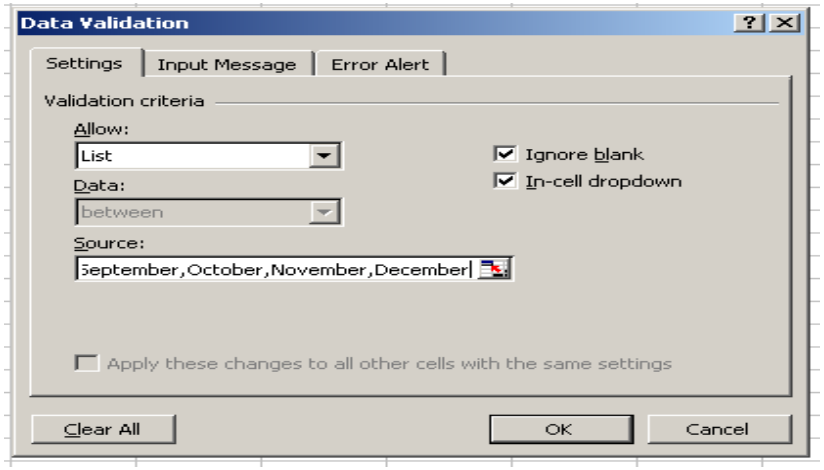
Keyboard Shortcuts

- Highlight an entire row of data by holding the "Shift" key down as you tap the space bar.
- Highlight an entire column of data by holding the "Ctrl" key down as you tap the space bar.
- Repeat any action with the "F4" key. (This one really comes in handy when you want to highlight various cells with the same color. Choose the color once, then use F4 to repeat it on other cells.)

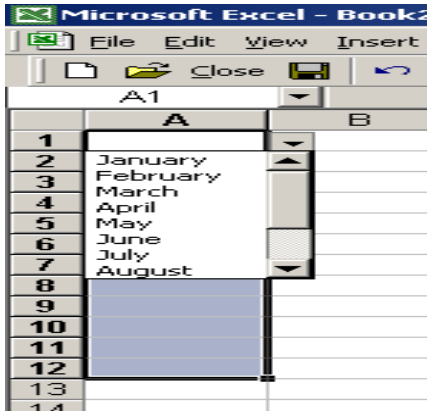
- Quickly count how many rows in a section by highlighting the first row of those you want to count, then hold down the "Ctrl" key down as you drag the mouse down, highlighting all rows you're counting. Watch the left side – do you see the tiny number followed by "R"? That is the count of rows.



- Dropdown Lists - Highlight a cell or group of cells (ex: A1:A12). Choose "Data" from the top menu, then choose "Validation." Choose "List" in the "Allow" text box and in the "Source" text box type in your list of values separated by commas. Click "OK."



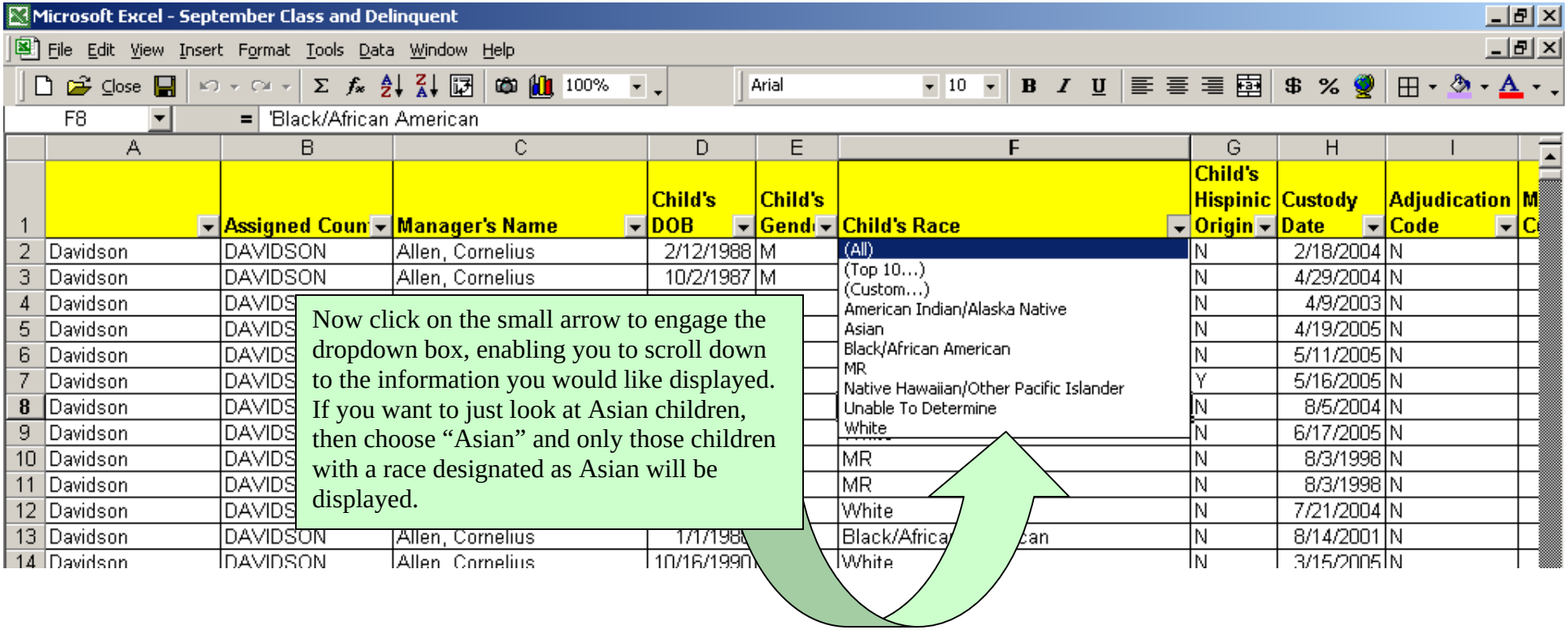
Now when you select any of the cells A1 to A12 a small arrow appears at the right of the cell. Click on it and you are offered a selection of the values that you have submitted.



- To quickly create a graph from any array of numbers, first highlight the numbers, then click F11 on your keyboard.

- Did you just make a mistake and erase an entire column of data? By holding down the "Ctrl" key and then tapping the letter Z, you can undo the last action you took.

- To turn your column headers into dropdown boxes, first highlight the first row of your spreadsheet, then choose "Data," "Filter," and then "AutoFilter" from the top menu.



The best way to discover more tips and tricks is to experiment! Don't be afraid to try things – and don't be afraid to utilize the Help feature in Excel. When you get really stuck, go to www.google.com and type your question. You'd be surprised how many others have had the same question!

SPSS for Windows 11.5.1

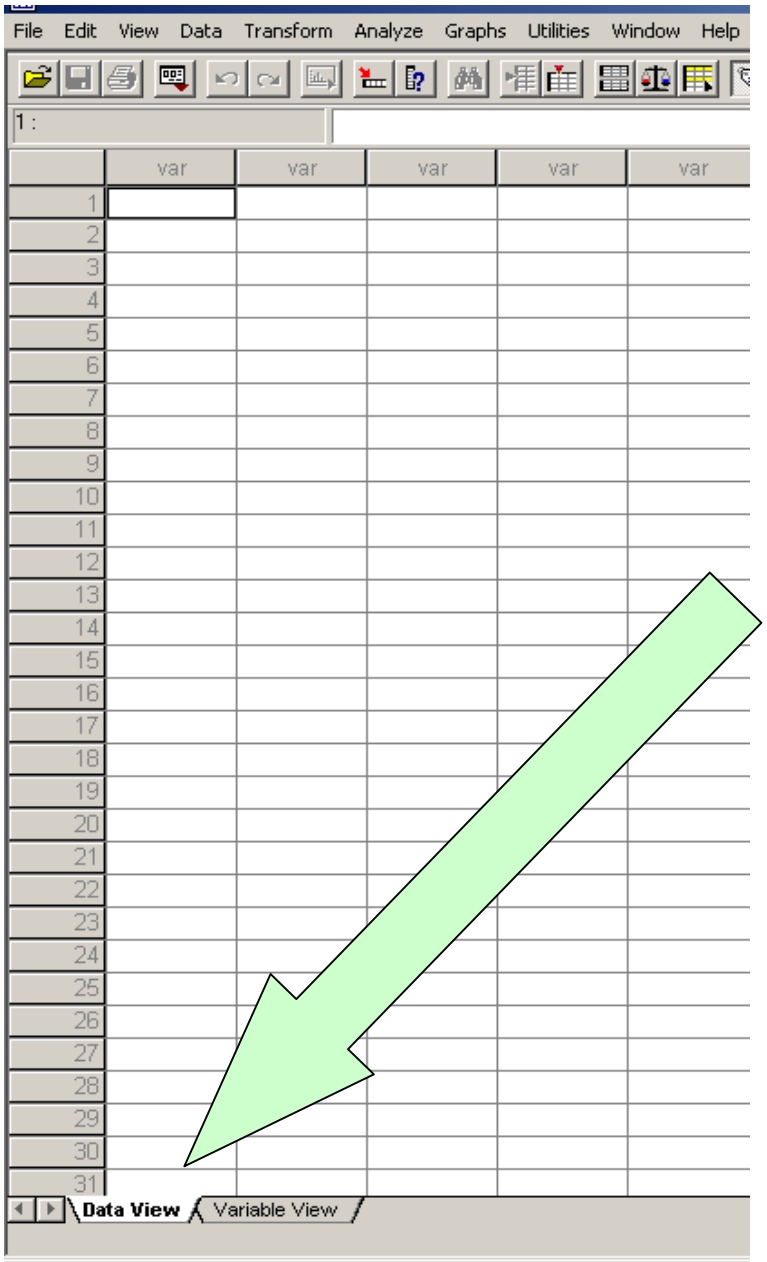
- The Basics
- Data Manipulation
- Tips and Tricks

SPSS (Statistical Package for the Social Sciences) is a program for analyzing data. Data from Excel and other sources can be used by SPSS to create reports and graphs, and to perform descriptive statistics on data.

While some of the basic instructions given in this manual for Microsoft products still apply (such as copy, paste, etc.), it's important to note that SPSS is not a Microsoft product, so there are naturally going to be some differences.

For that reason, this section of the manual will operate on the assumption that the reader does not know the basics of Microsoft and will provide separate instruction for the basics in the pages that follow.

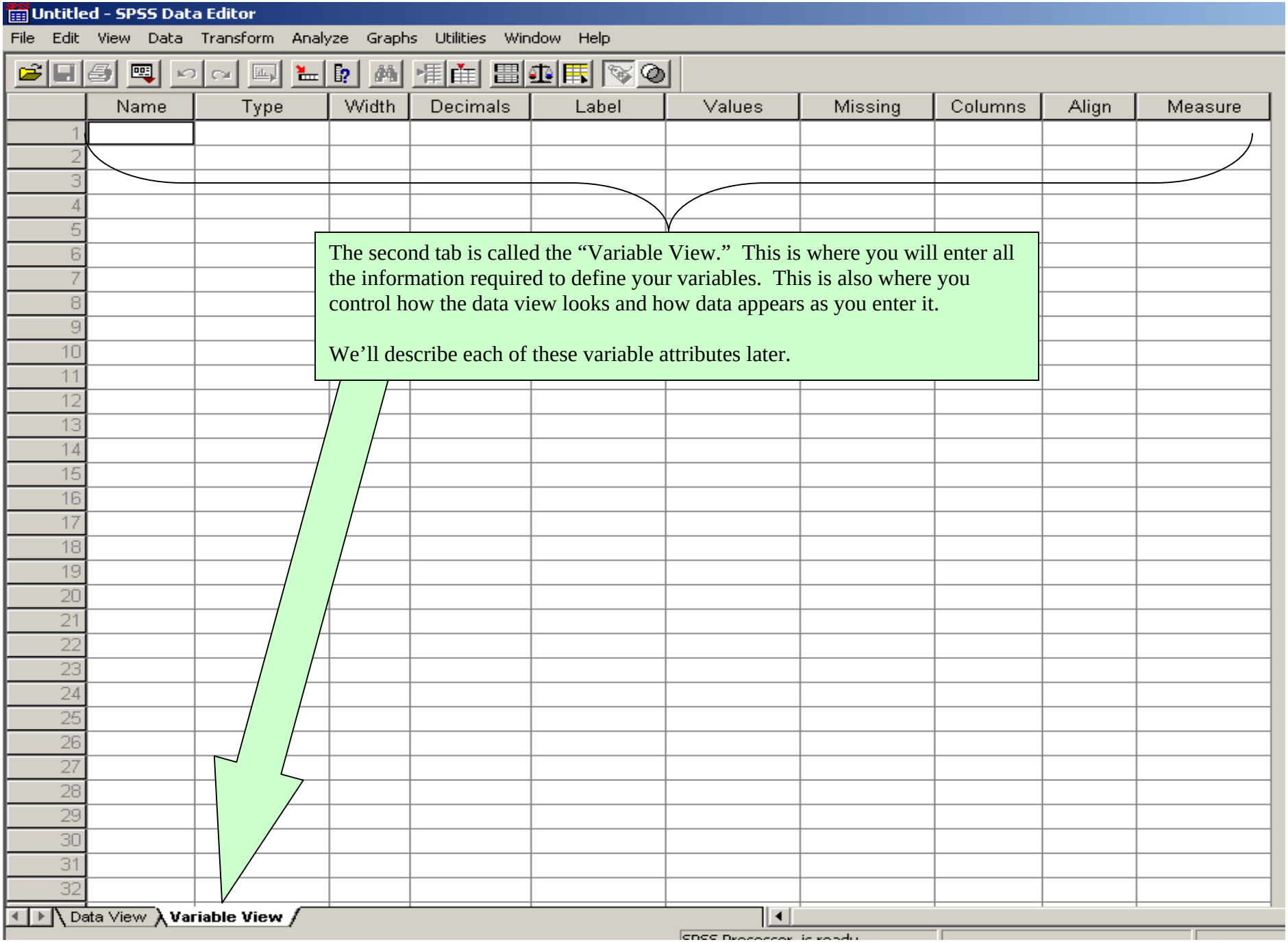
The Basics



First, you need to familiarize yourself with the program. Start SPSS and take a minute to look at the blank canvas before you.

This first screenshot is the data view. This tab is where you will enter your data, or view data that has already been entered.

Each row is called a "case" and each column is called a "variable." More about those later.


Untitled - SPSS Data Editor
File Edit View Data Transform Analyze Graphs Utilities Window Help
Name Type Width Decimals Label Values Missing Columns Align Measure
The second tab is called the "Variable View." This is where you will enter all the information required to define your variables. This is also where you control how the data view looks and how data appears as you enter it.
We'll describe each of these variable attributes later.
Data View
Variable View

Setting Up a Database

The first thing to be done when setting up a database is to determine what questions you'll be asking. For this manual, we will be using the Case Process Review as an example.

For each review you do (each case), there are a number of questions that you are asked about the contents of the case file. That case file will be one row of data in SPSS, or one "case." The questions that you answer about that case will be the variables.

Look at the screenshot of the Case Process Review below.

	A	B	C	D	E	F	G	H	I	J	K
11	Initial Placement:							Current Placement:			
12	Current Level:			Date of Most Recent Placement:				Perm Goal:			
13											
14	**Section A: General**										
15	*A1*	Is the file arranged according to DCS policy 31.5?									Yes
16	*A2*	Does the file label include the child's first and last initials, and TNKids ID number?									No
17	*A3*	Is the file labeled "Confidential?"									No
18	*A4*	Have all case recordings been updated in TNKids within 30 days of casework?									Yes
31	**Section C: Intake - Does the file include:**										
32	*C1*	The Release of Information form (CS0076, CS0559, or prior form)?									No
33	*C2*	The Informed Consent to Routine Health Services for Minors form (CS0206)?									Yes
34	*C3*	The Initial Health Questionnaire form (CS0543)?									No
35	**Section D: Court/Legal - Does the file include:**										
36	*D1*	**For children who entered care prior to March 27, 2000,** a court order stating that reasonable efforts to prevent removal were made OR that reasonable efforts were made to reunify the child and family?									No
37		**For children who entered care after March 27, 2000,** child-specific court order (or a transcript of the court proceeding) stating that reasonable efforts to prevent removal were made (or not required) **filed no later than 60 days** after the child's removal from the home?									Yes
38	*D3*	An initial judicial determination of reasonable efforts to finalize the permanency plan dated no later than 12 months from the date of custody?									No
39	*D4*	**For children who entered care pr** that resulted in a judicial finding of "c									No
40	*D5*	**For children who entered care on** to the effect that remaining in the hor									Yes
41	*D6*	Documentation of the adjudicatory he									No
42	*D7*	Documentation of the probable cause									Yes
43	*D8*	Ongoing affidavits and/or court hearin									
44	**Section E: Verification - Does the file inclu**										
45	*E1*	For a child who is a U.S. citizen, the child's Social Security card (or if a copy, a request for [illegible]card)?									es
46	*E2*	For a child who is a U.S. citizen, the child's birth certificate (or if a copy, a request for the original)?									No

For each section of questions, you will see question numbers (example: A1, A2, A3, and A4 in Section A). You will use these as the variable names in SPSS.

The questions are in white, and will be summarized to become the variable labels in SPSS. Each question will be a variable and will receive an answer of Yes, No, or NA.

The answer in column K will become the data for this case.

So to begin building a database from this review tool, we will open the variable view. Let's begin with the first question on the review tool, "Is the file arranged according to DCS policy 31.5?" The question number is "A1" and this will become our variable name in the first column.

	Name	Type	Width	Decimals	Label	Values	Missing	Cc
8	a1	Numeric	3	2	Is file arranged according to DCS policy 31.5?	{1.0, Yes}...	None	5

Type of variable refers to the type of data you'll be entering for this question. All the answers on the review tool will be "Yes," "No." so in order to simplify aggregation, we will be coding all "Yes" answers as 1, and all "No" answers as 2. Other types include date, currency, and string (which would be used for child name, etc.).

	Name	Type	Width	Decimals	Label	Values	Missing	Cc
8	a1	Numeric	3	2	Is file arranged according to DCS policy 31.5?	{1.0, Yes}...	None	5

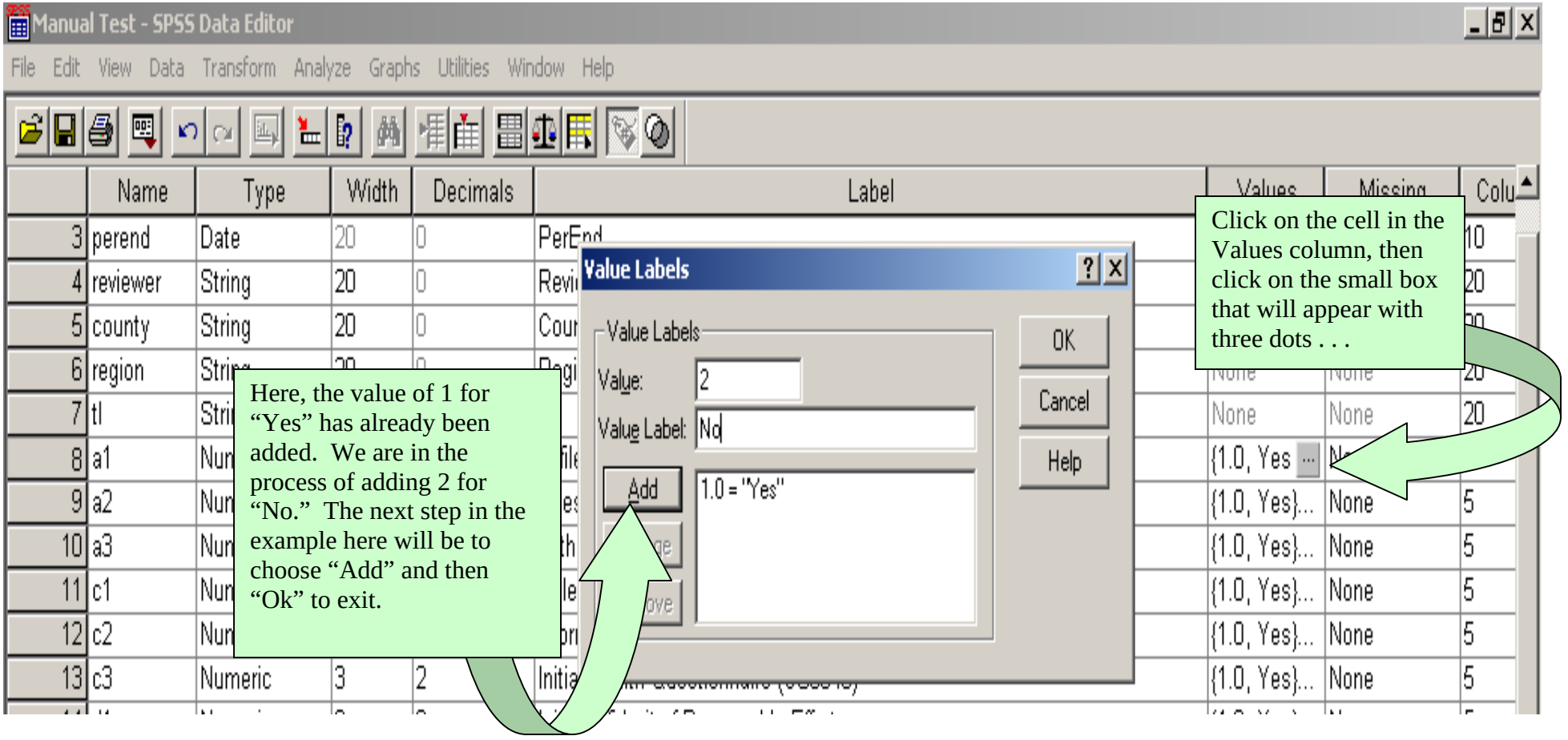
"Width" refers to the width of the data. If you know that all of your answers are going to be 1 or 2, then you can put a width of three since no answer would be longer than three numbers.

"Decimals" refers to whether or not your numerical data has decimal points.

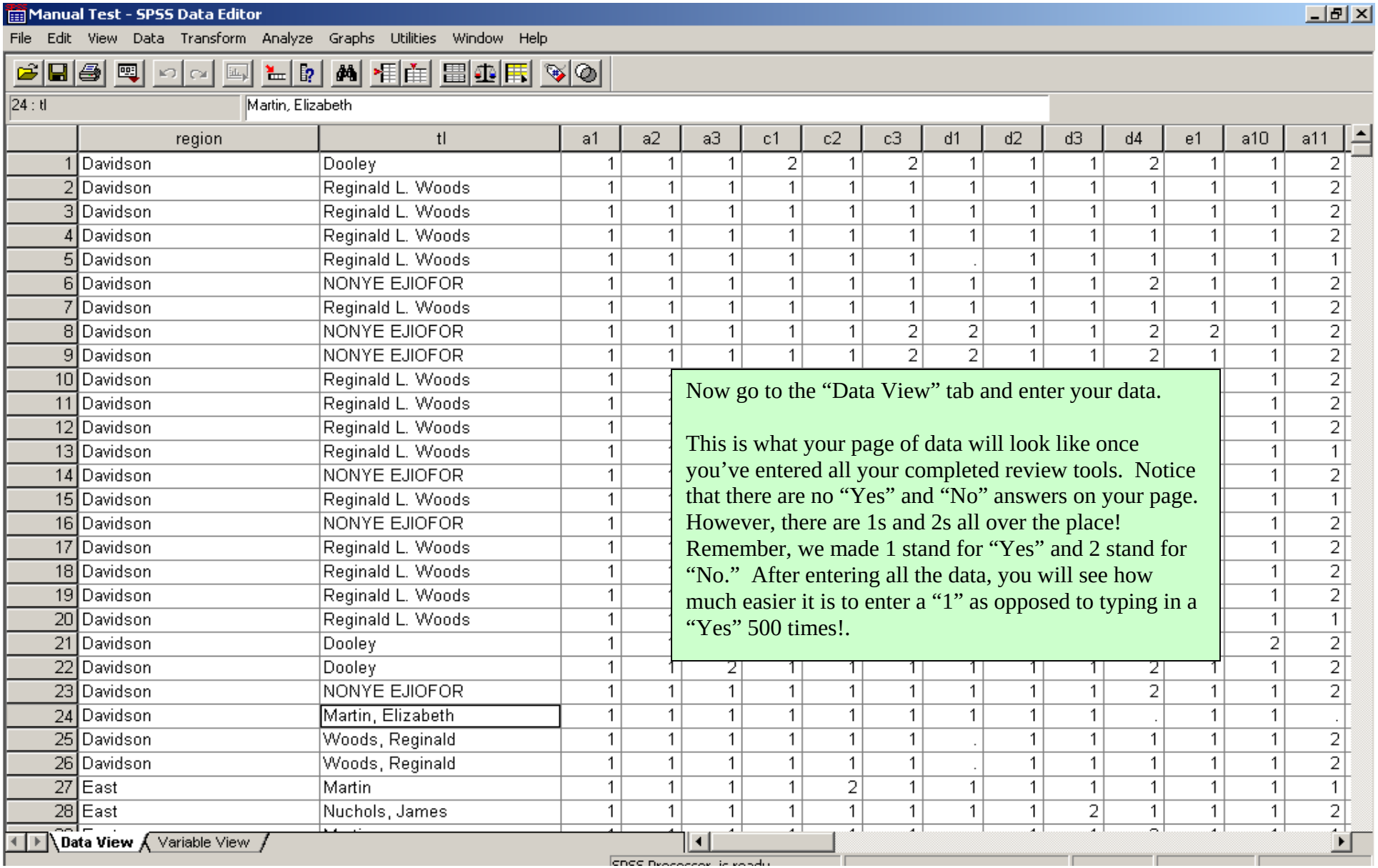
"Label" is where the questions from the review tool will be placed. This is to be used as a label for that variable, and you need to remember that you may be creating graphs later, so the label will need to be as short as you can make it, but still descriptive of the variable. As you can see, most of the questions have been summarized below.

	Name	Type	Width	Decimals	Label	Values	Missing	Co
10	a3	Numeric	3	2	Is the file labeled "Confidential?"	{1.0, Yes}...	None	5
11	c1	Numeric	3	2	Release of Information (CS0076, CS0559, or prior form)	{1.0, Yes}...	None	5
12	c2	Numeric	3	2	Informed Consent to Routine Health Services for Minors (CS0206)	{1.0, Yes}...	None	5
13	c3	Numeric	3	2	Initial Health Questionnaire (CS0543)	{1.0, Yes}...	None	5

"Values" is where a value can be assigned to a question response. Some review tools may have five answers to choose from for each question. To simply things, you can assign a number to each choice. Here, the number 1 has been assigned to "Yes" answers and the number 2 has been assigned to "No" answers.



Now let's add some data!

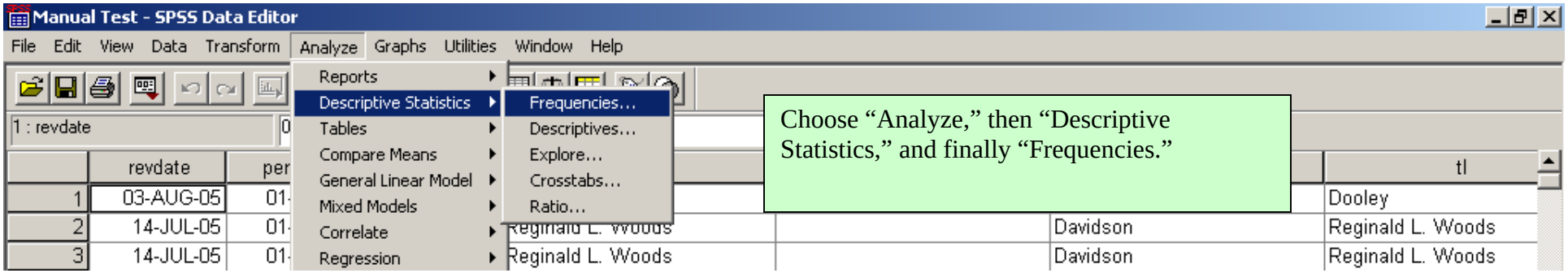


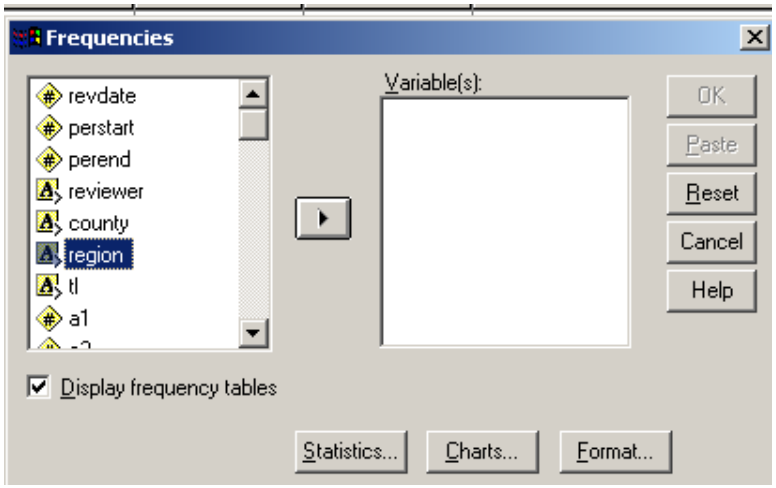
	region	tl	a1	a2	a3	c1	c2	c3	d1	d2	d3	d4	e1	a10	a11
1	Davidson	Dooley	1	1	1	2	1	2	1	1	1	2	1	1	2
2	Davidson	Reginald L. Woods	1	1	1	1	1	1	1	1	1	1	1	1	2
3	Davidson	Reginald L. Woods	1	1	1	1	1	1	1	1	1	1	1	1	2
4	Davidson	Reginald L. Woods	1	1	1	1	1	1	1	1	1	1	1	1	2
5	Davidson	Reginald L. Woods	1	1	1	1	1	1	.	1	1	1	1	1	1
6	Davidson	NONYE EJIOFOR	1	1	1	1	1	1	1	1	1	2	1	1	2
7	Davidson	Reginald L. Woods	1	1	1	1	1	1	1	1	1	1	1	1	2
8	Davidson	NONYE EJIOFOR	1	1	1	1	1	2	2	1	1	2	2	1	2
9	Davidson	NONYE EJIOFOR	1	1	1	1	1	2	2	1	1	2	1	1	2
10	Davidson	Reginald L. Woods	1											1	2
11	Davidson	Reginald L. Woods	1											1	2
12	Davidson	Reginald L. Woods	1											1	2
13	Davidson	Reginald L. Woods	1											1	1
14	Davidson	NONYE EJIOFOR	1											1	2
15	Davidson	Reginald L. Woods	1											1	1
16	Davidson	NONYE EJIOFOR	1											1	2
17	Davidson	Reginald L. Woods	1											1	2
18	Davidson	Reginald L. Woods	1											1	2
19	Davidson	Reginald L. Woods	1											1	2
20	Davidson	Reginald L. Woods	1											1	1
21	Davidson	Dooley	1											2	2
22	Davidson	Dooley	1	1	2	1	1	1	1	1	1	2	1	1	2
23	Davidson	NONYE EJIOFOR	1	1	1	1	1	1	1	1	1	2	1	1	2
24	Davidson	Martin, Elizabeth	1	1	1	1	1	1	1	1	1	.	1	1	.
25	Davidson	Woods, Reginald	1	1	1	1	1	1	.	1	1	1	1	1	2
26	Davidson	Woods, Reginald	1	1	1	1	1	1	.	1	1	1	1	1	2
27	East	Martin	1	1	1	1	2	1	1	1	1	1	1	1	1
28	East	Nuchols, James	1	1	1	1	1	1	1	1	2	1	1	1	2

Now go to the "Data View" tab and enter your data.

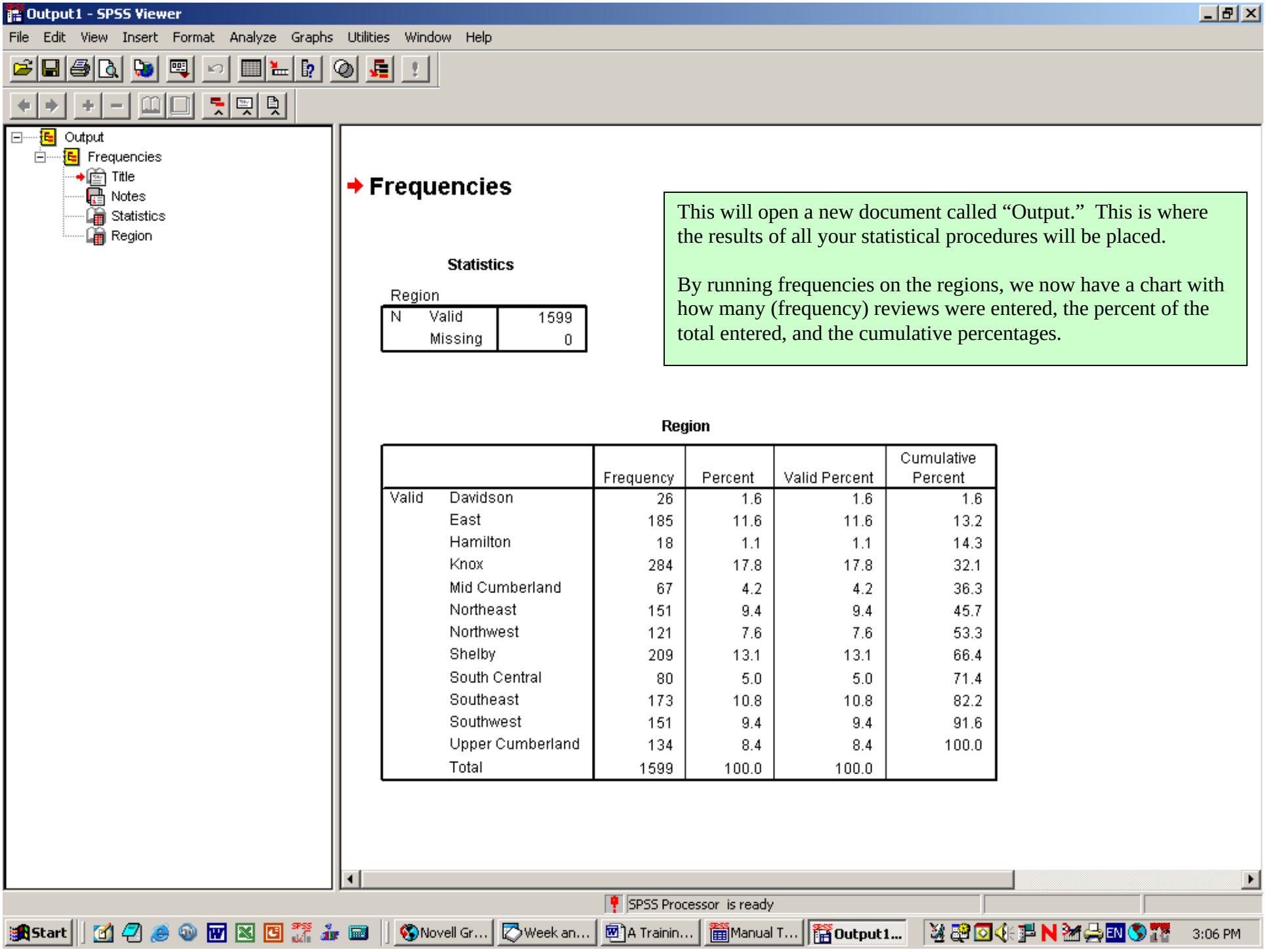
This is what your page of data will look like once you've entered all your completed review tools. Notice that there are no "Yes" and "No" answers on your page. However, there are 1s and 2s all over the place! Remember, we made 1 stand for "Yes" and 2 stand for "No." After entering all the data, you will see how much easier it is to enter a "1" as opposed to typing in a "Yes" 500 times!.

Now let's run some basic statistical procedures on the data that has been entered. We need to know how many reviews were completed in each region.

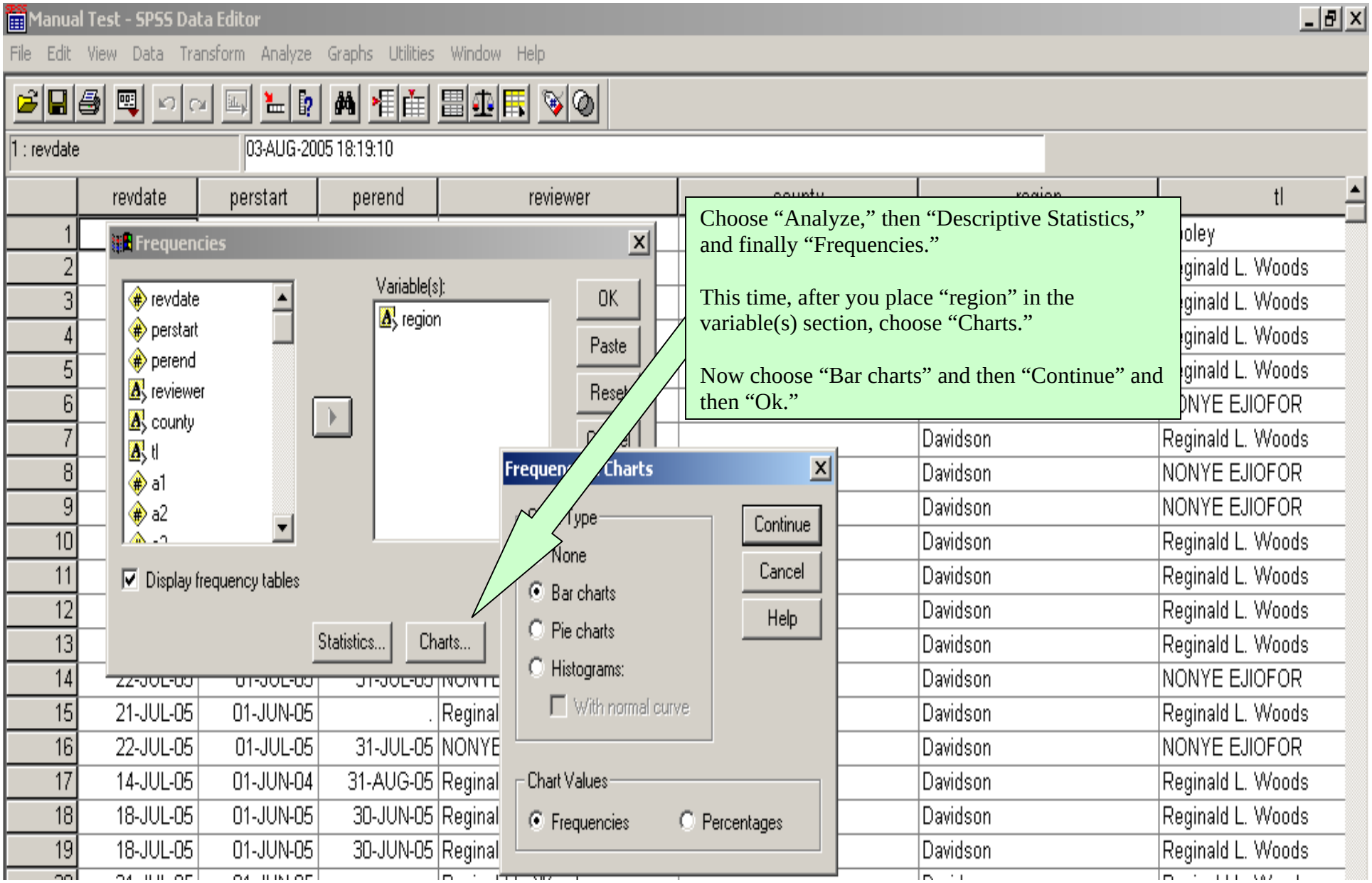


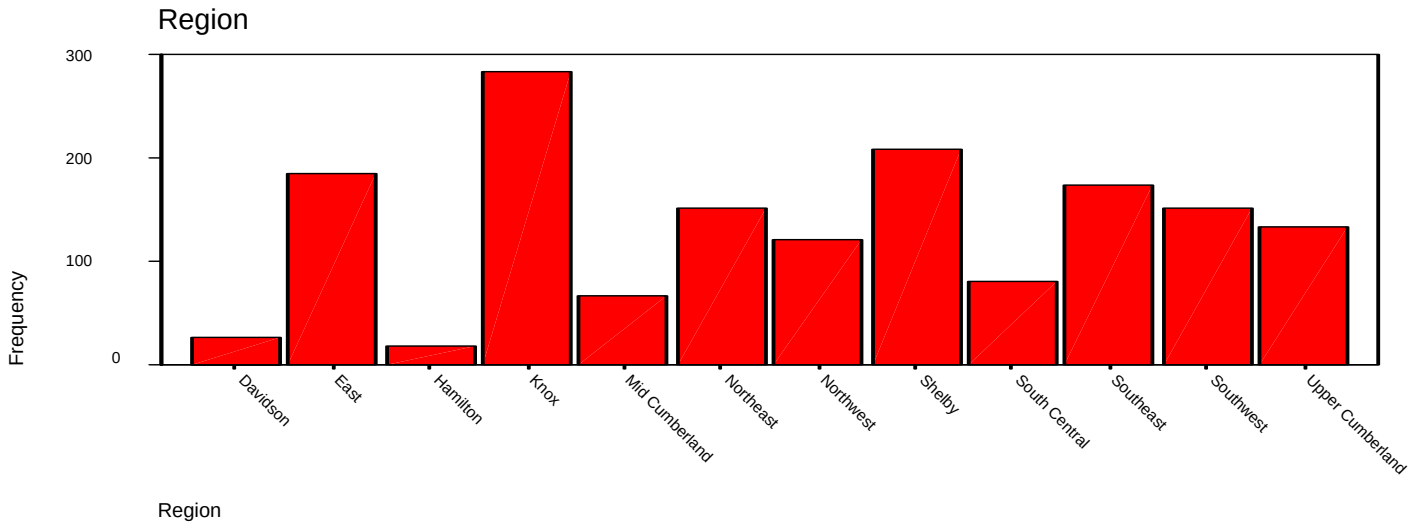


Scroll down until you see "Region." Double click on region to add it to the Variable(s) box. Now choose "Ok."

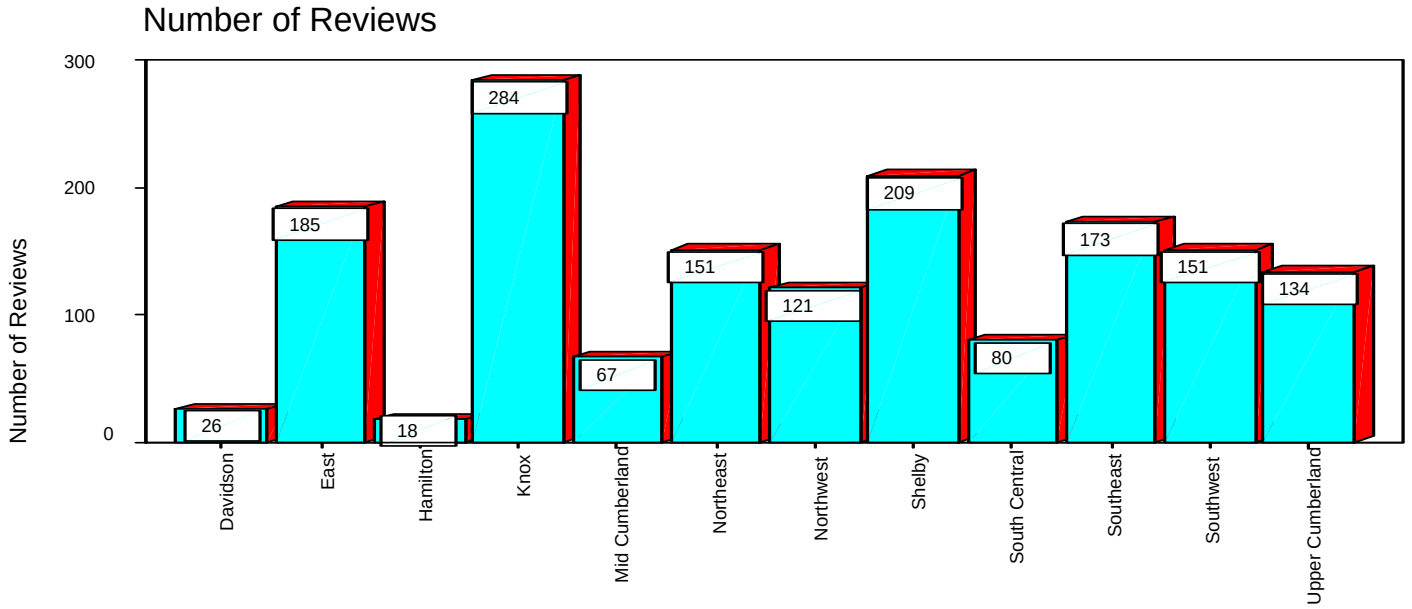

Output1 - SPSS Viewer
File Edit View Insert Format Analyze Graphs Utilities Window Help
Output
Frequencies
Title
Notes
Statistics
Region
Frequencies
Statistics
Region
N Valid 1599
Missing 0
This will open a new document called "Output." This is where the results of all your statistical procedures will be placed.
By running frequencies on the regions, we now have a chart with how many (frequency) reviews were entered, the percent of the total entered, and the cumulative percentages.
Region
Valid Davidson 26 1.6 1.6 1.6
East 185 11.6 11.6 13.2
Hamilton 18 1.1 1.1 14.3
Knox 284 17.8 17.8 32.1
Mid Cumberland 67 4.2 4.2 36.3
Northeast 151 9.4 9.4 45.7
Northwest 121 7.6 7.6 53.3
Shelby 209 13.1 13.1 66.4
South Central 80 5.0 5.0 71.4
Southeast 173 10.8 10.8 82.2
Southwest 151 9.4 9.4 91.6
Upper Cumberland 134 8.4 8.4 100.0
Total 1599 100.0 100.0
Frequency Percent Valid Percent Cumulative Percent
SPSS Processor is ready
Start
Novell Gr...
Week an...
A Trainin...
Manual T...
Output1...
3:06 PM

Now let's run the frequencies again, but add a graph this time.

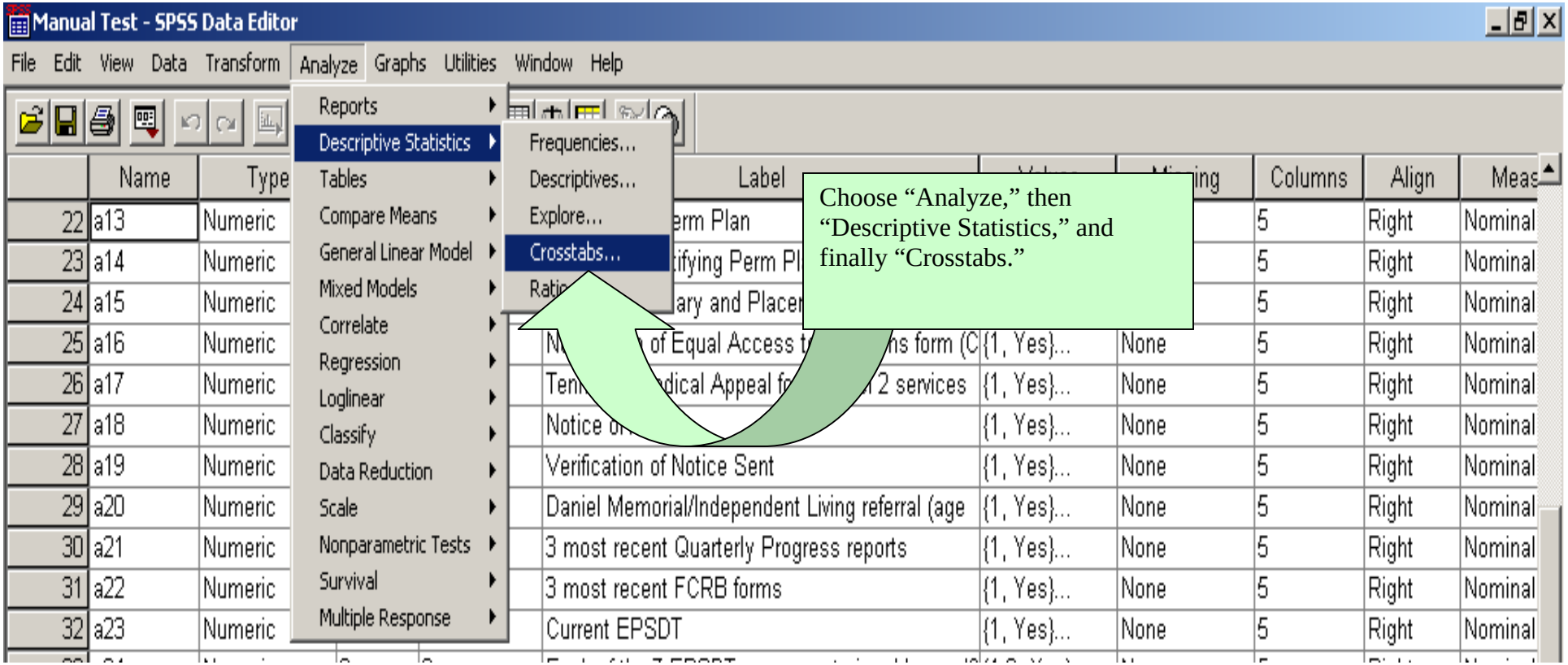


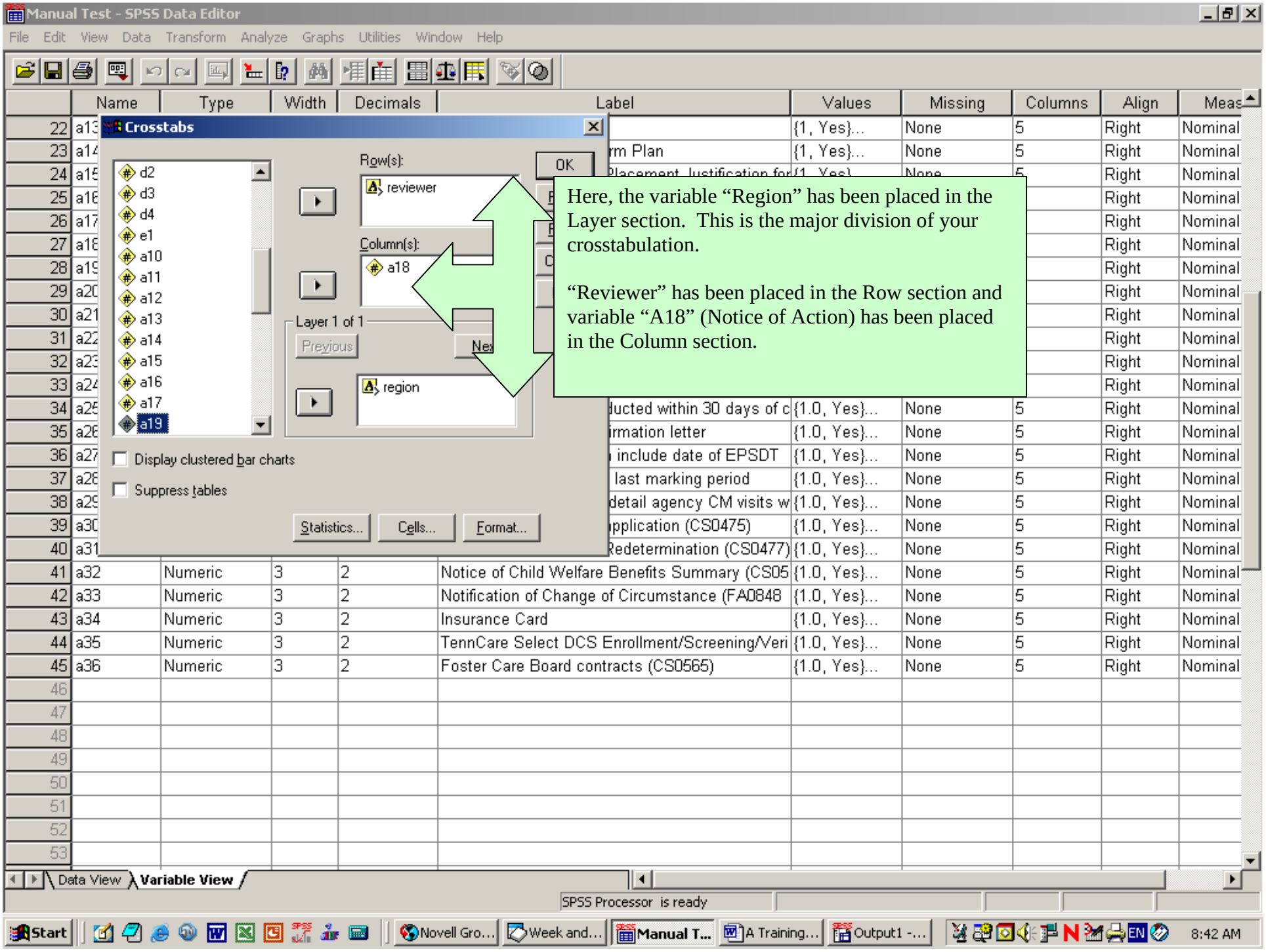


By double-clicking on the graph, you can change how the graph looks. Here's an example of how it could be altered:

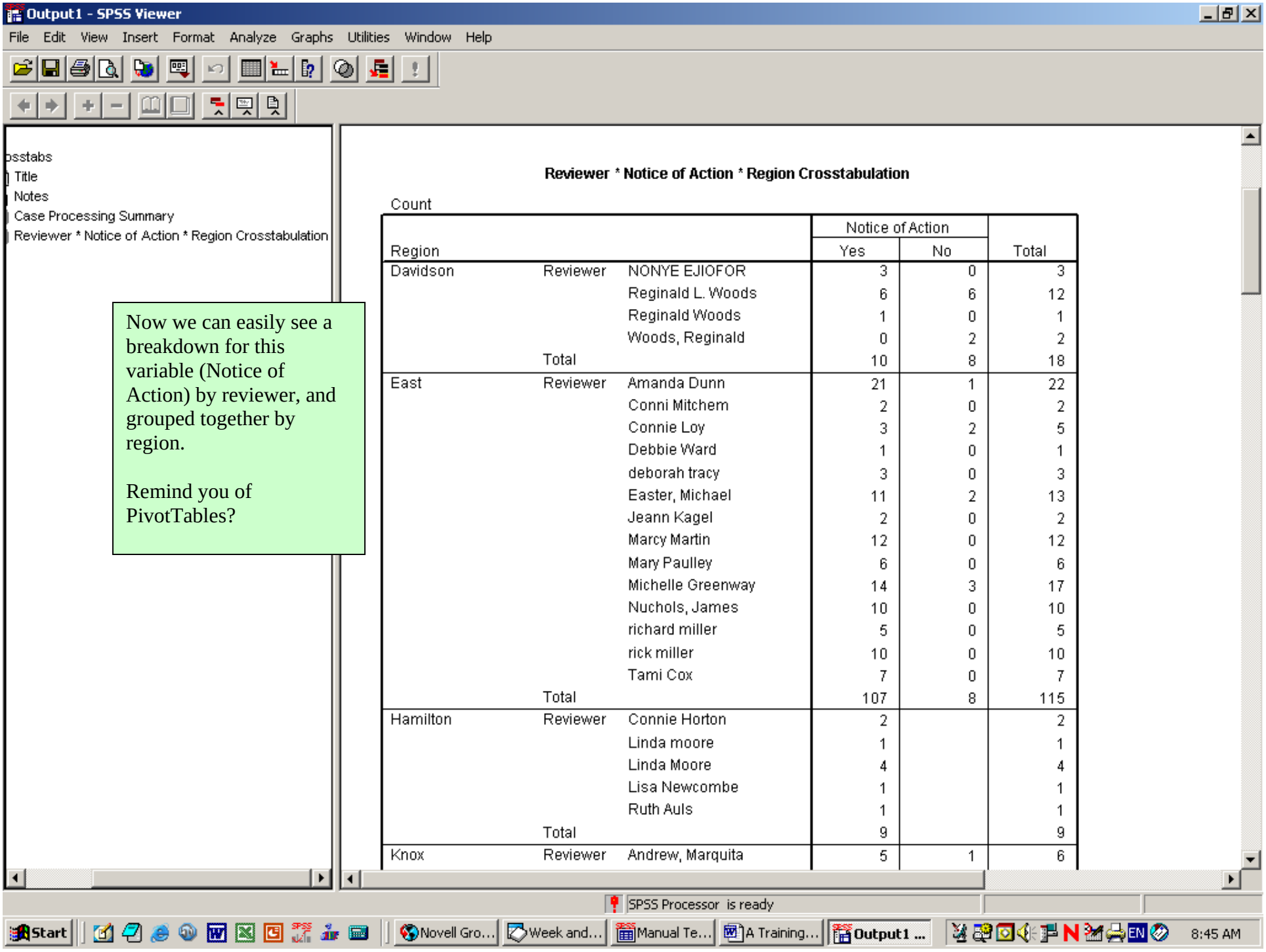


To examine the relationship between two or more variables, the crosstabs statistical procedure is used. For example, you would like to compare the data for the variables "Notice of Action" and "Reviewer" to determine where the deficiencies are, and you'd like to see this within the category of regions.

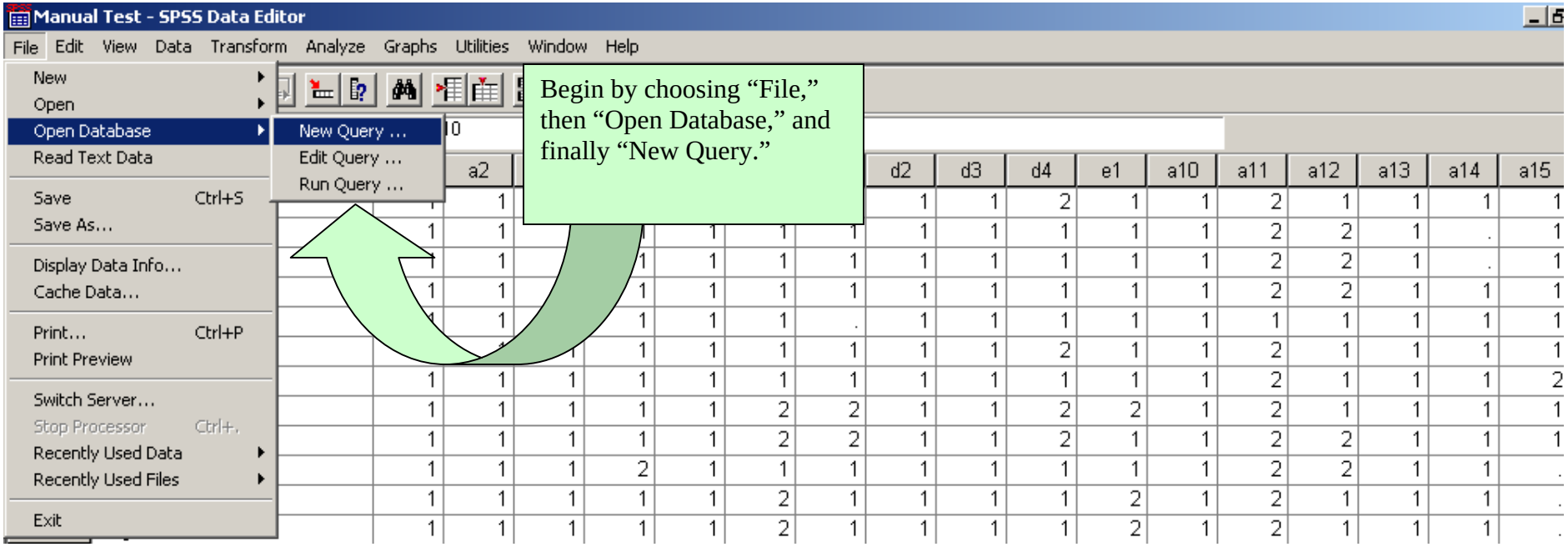


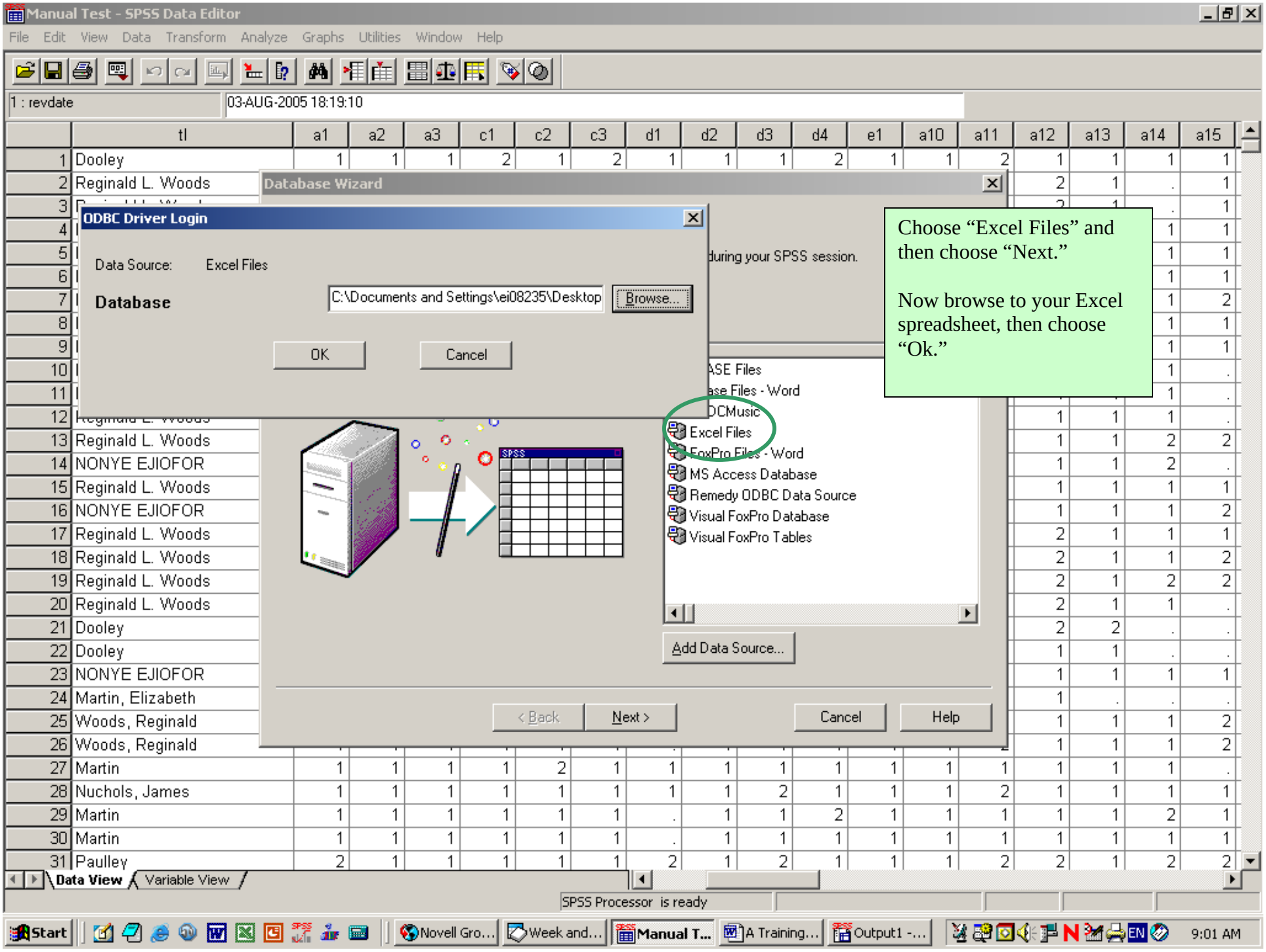


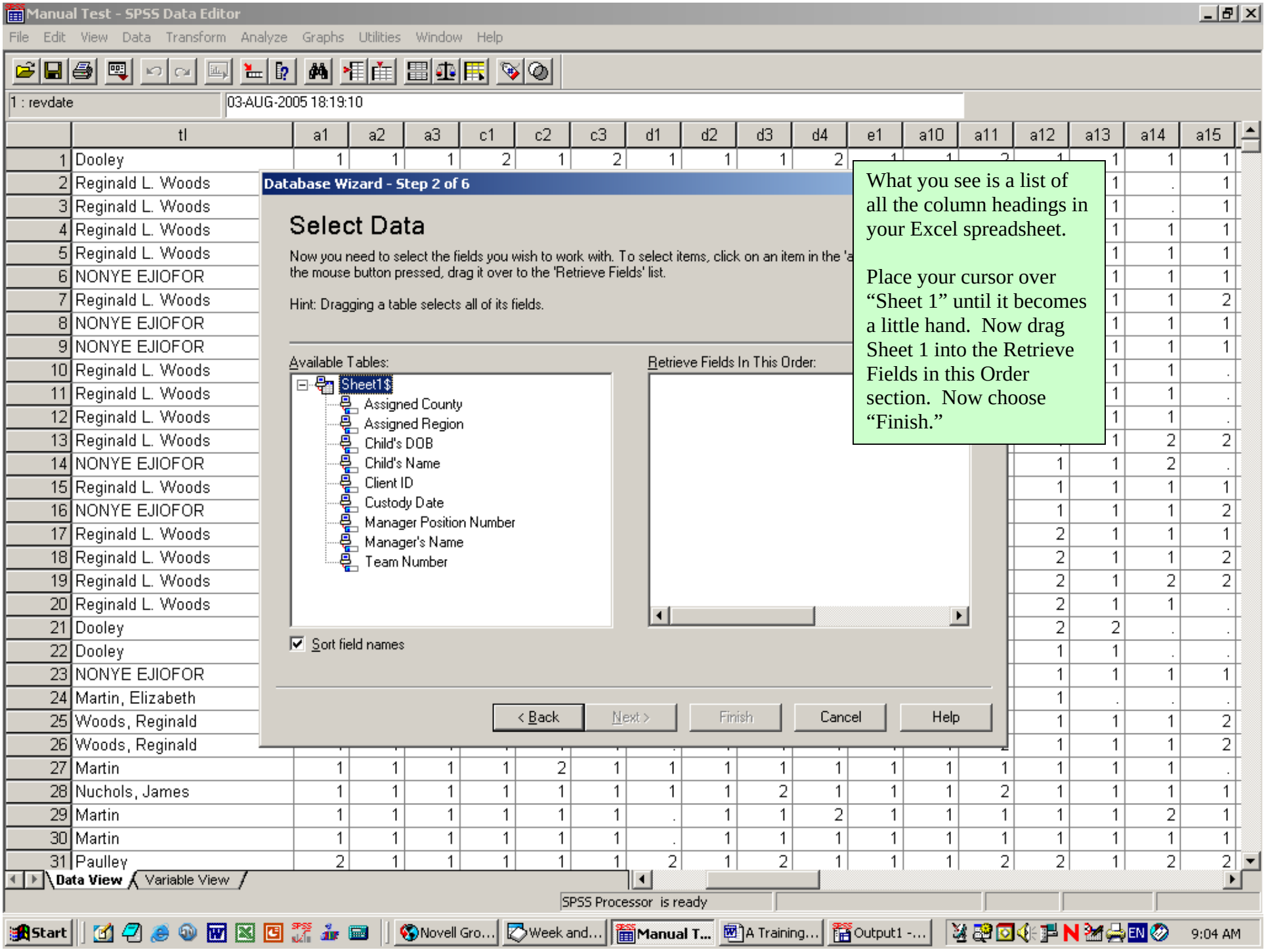
	Name	Type	Width	Decimals	Label	Values	Missing	Columns	Align	Meas
22	a13					{1, Yes}...	None	5	Right	Nominal
23	a14				rm Plan	{1, Yes}...	None	5	Right	Nominal
24	a15				Placement Justification for	{1, Yes}	None	5	Right	Nominal
25	a16								Right	Nominal
26	a17								Right	Nominal
27	a18								Right	Nominal
28	a19								Right	Nominal
29	a20								Right	Nominal
30	a21								Right	Nominal
31	a22								Right	Nominal
32	a23								Right	Nominal
33	a24								Right	Nominal
34	a25				ducted within 30 days of c	{1.0, Yes}...	None	5	Right	Nominal
35	a26				irmation letter	{1.0, Yes}...	None	5	Right	Nominal
36	a27				include date of EPSDT	{1.0, Yes}...	None	5	Right	Nominal
37	a28				last marking period	{1.0, Yes}...	None	5	Right	Nominal
38	a29				detail agency CM visits w	{1.0, Yes}...	None	5	Right	Nominal
39	a30				pplication (CS0475)	{1.0, Yes}...	None	5	Right	Nominal
40	a31				Redetermination (CS0477)	{1.0, Yes}...	None	5	Right	Nominal
41	a32	Numeric	3	2	Notice of Child Welfare Benefits Summary (CS05	{1.0, Yes}...	None	5	Right	Nominal
42	a33	Numeric	3	2	Notification of Change of Circumstance (FA0848	{1.0, Yes}...	None	5	Right	Nominal
43	a34	Numeric	3	2	Insurance Card	{1.0, Yes}...	None	5	Right	Nominal
44	a35	Numeric	3	2	TennCare Select DCS Enrollment/Screening/Veri	{1.0, Yes}...	None	5	Right	Nominal
45	a36	Numeric	3	2	Foster Care Board contracts (CS0565)	{1.0, Yes}...	None	5	Right	Nominal
46										
47										
48										
49										
50										
51										
52										
53										


Output1 - SPSS Viewer
File Edit View Insert Format Analyze Graphs Utilities Window Help
osstabs
Title
Notes
Case Processing Summary
Reviewer * Notice of Action * Region Crosstabulation
Now we can easily see a breakdown for this variable (Notice of Action) by reviewer, and grouped together by region.
Remind you of PivotTables?
Reviewer * Notice of Action * Region Crosstabulation
Count
Region
Notice of Action
Yes
No
Total
Davidson Reviewer NONYE EJIOFOR 3 0 3
Reginald L. Woods 6 6 12
Reginald Woods 1 0 1
Woods, Reginald 0 2 2
Total 10 8 18
East Reviewer Amanda Dunn 21 1 22
Conni Mitchem 2 0 2
Connie Loy 3 2 5
Debbie Ward 1 0 1
deborah tracy 3 0 3
Easter, Michael 11 2 13
Jeann Kagel 2 0 2
Marcy Martin 12 0 12
Mary Paulley 6 0 6
Michelle Greenway 14 3 17
Nuchols, James 10 0 10
richard miller 5 0 5
rick miller 10 0 10
Tami Cox 7 0 7
Total 107 8 115
Hamilton Reviewer Connie Horton 2 2
Linda moore 1 1
Linda Moore 4 4
Lisa Newcombe 1 1
Ruth Auls 1 1
Total 9 9
Knox Reviewer Andrew, Marquita 5 1 6
SPSS Processor is ready
Start
Novell Gro...
Week and...
Manual Te...
A Training...
Output1 ...
8:45 AM

There are times when you'd like to use SPSS with Excel spreadsheets sent to you by someone else (like the Brian. A class list). By making just a couple modifications to the Excel column headings, you can easily import the spreadsheet into SPSS.



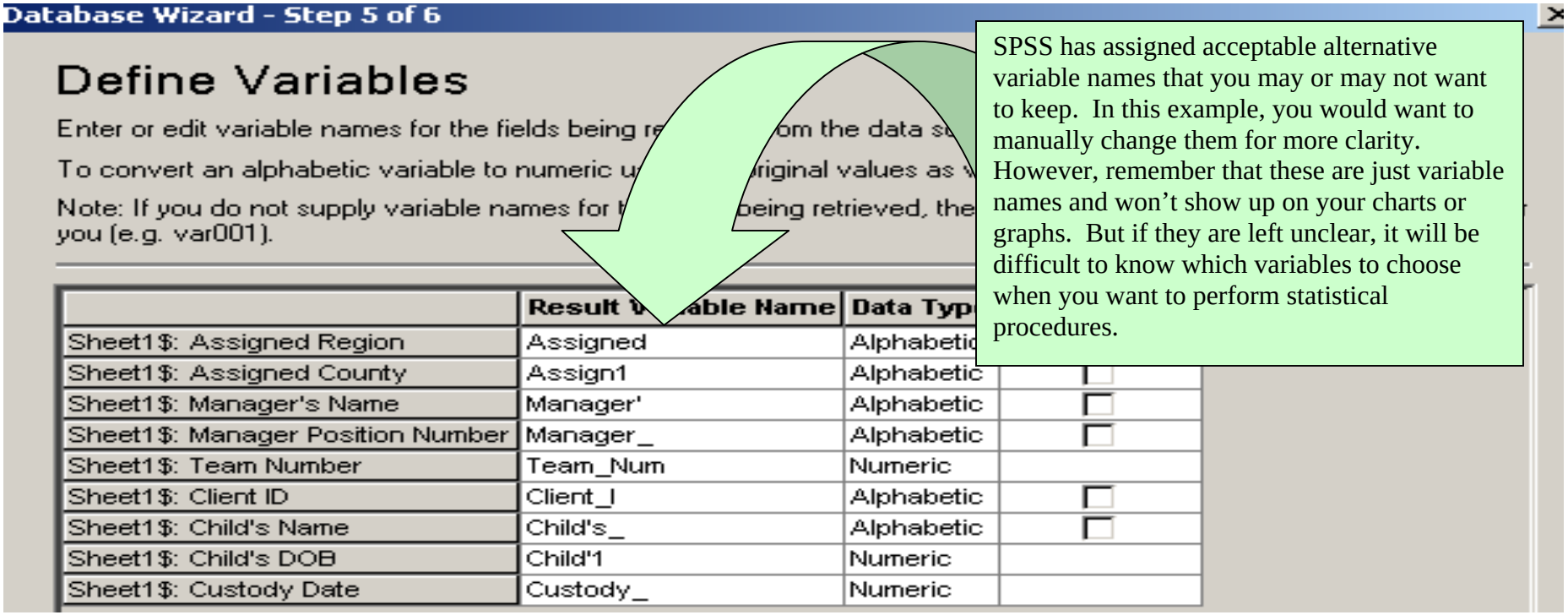

Manual Test - SPSS Data Editor
File Edit View Data Transform Analyze Graphs Utilities Window Help
1 : revdate
03-AUG-2005 18:19:10
Database Wizard
ODBC Driver Login
Data Source: Excel Files
Database
C:\Documents and Settings\ei08235\Desktop
Browse...
OK
Cancel
during your SPSS session.
Excel Files
MS Access Database
Remedy ODBC Data Source
Visual FoxPro Database
Visual FoxPro Tables
Add Data Source...
< Back
Next >
Cancel
Help
Choose “Excel Files” and then choose “Next.”
Now browse to your Excel spreadsheet, then choose “Ok.”
Data View
Variable View
SPSS Processor is ready
Start
9:01 AM


Manual Test - SPSS Data Editor
File Edit View Data Transform Analyze Graphs Utilities Window Help
1 : revdate
03-AUG-2005 18:19:10
Database Wizard - Step 2 of 6
Select Data
Now you need to select the fields you wish to work with. To select items, click on an item in the 'a
the mouse button pressed, drag it over to the 'Retrieve Fields' list.
Hint: Dragging a table selects all of its fields.
Available Tables:
Sheet1$
Assigned County
Assigned Region
Child's DOB
Child's Name
Client ID
Custody Date
Manager Position Number
Manager's Name
Team Number
Retrieve Fields In This Order:
Sort field names
< Back
Next >
Finish
Cancel
Help
What you see is a list of all the column headings in your Excel spreadsheet.
Place your cursor over "Sheet 1" until it becomes a little hand. Now drag Sheet 1 into the Retrieve Fields in this Order section. Now choose "Finish."
Data View
Variable View
SPSS Processor is ready
Start
Novell Gro...
Week and...
Manual T...
A Training...
Output1 -...
9:04 AM

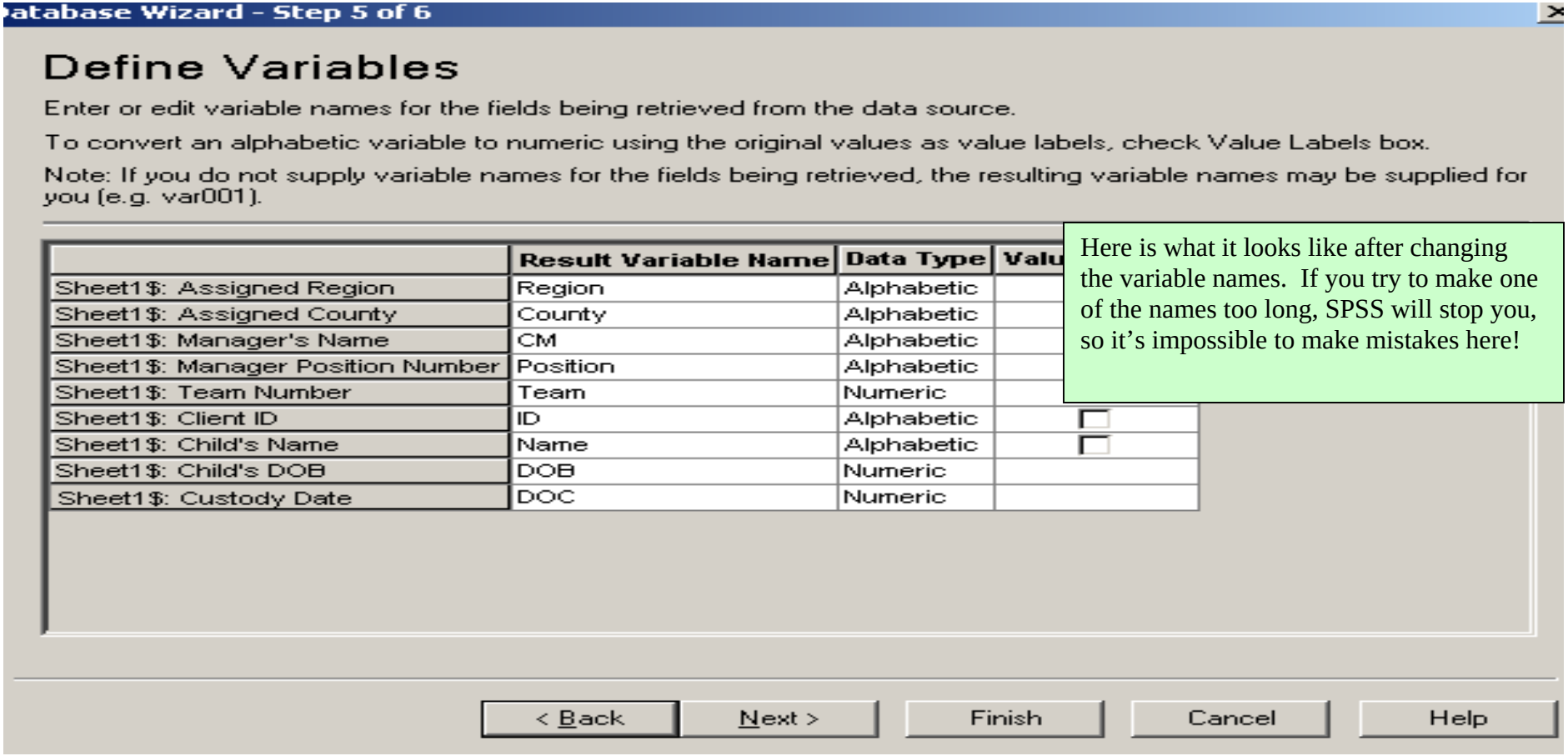
SPSS will return an error message that reads:

This is because the variable names in SPSS need to be short and contain no spaces.

Choose "OK" and you will be able to modify the variable names.

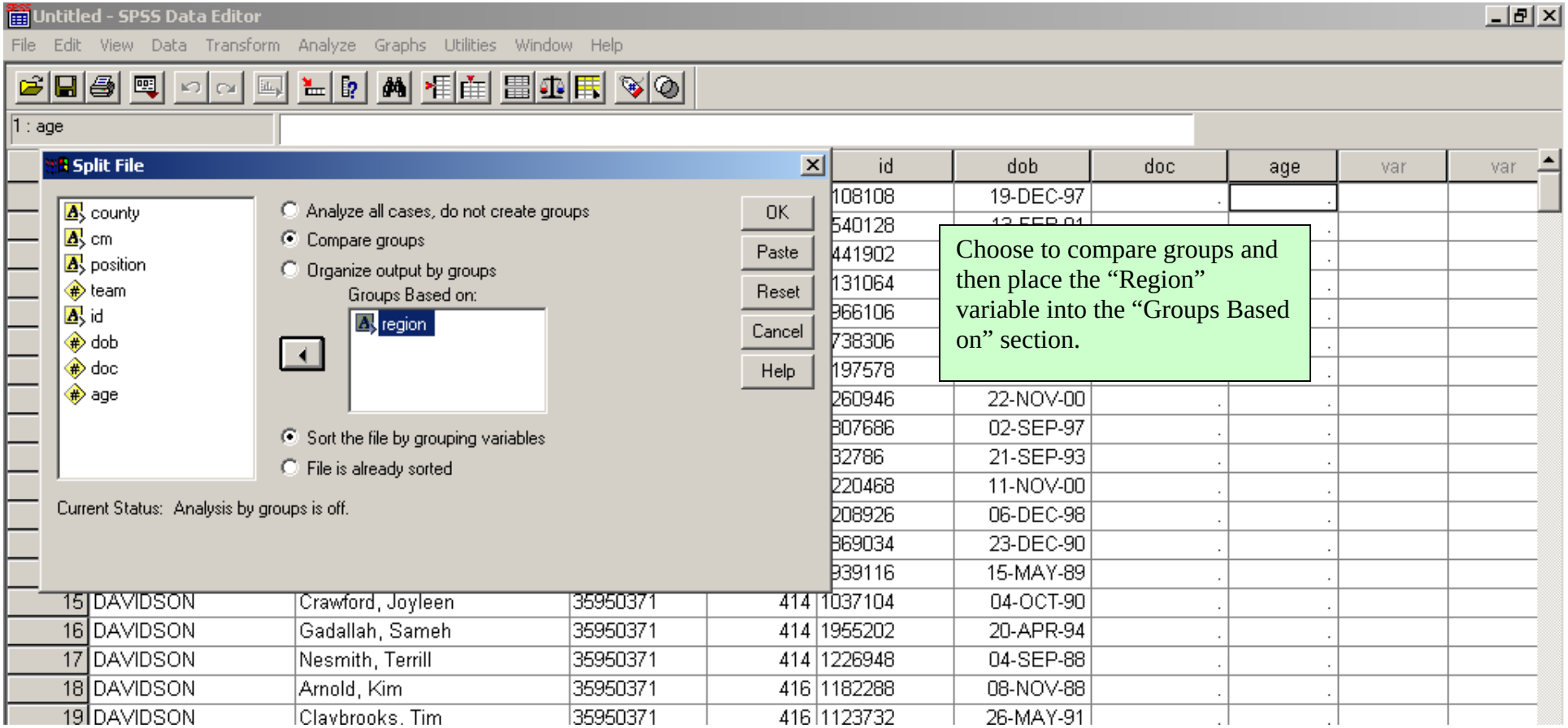


SPSS has assigned acceptable alternative variable names that you may or may not want to keep. In this example, you would want to manually change them for more clarity. However, remember that these are just variable names and won't show up on your charts or graphs. But if they are left unclear, it will be difficult to know which variables to choose when you want to perform statistical procedures.



Now choose "Finish." Once your database is imported into SPSS, take a look at the variable view. You'll notice that the column widths are set to a default of 255. That's way too large! You can leave it as is, or you can change those to make your data view easier to read.

Sometimes it's necessary to group together data for analysis. We can do that by splitting the data file into sections. For example, let's look at the class list split by regions. Choose "Data" and then "Split File."



Now run frequencies on county.

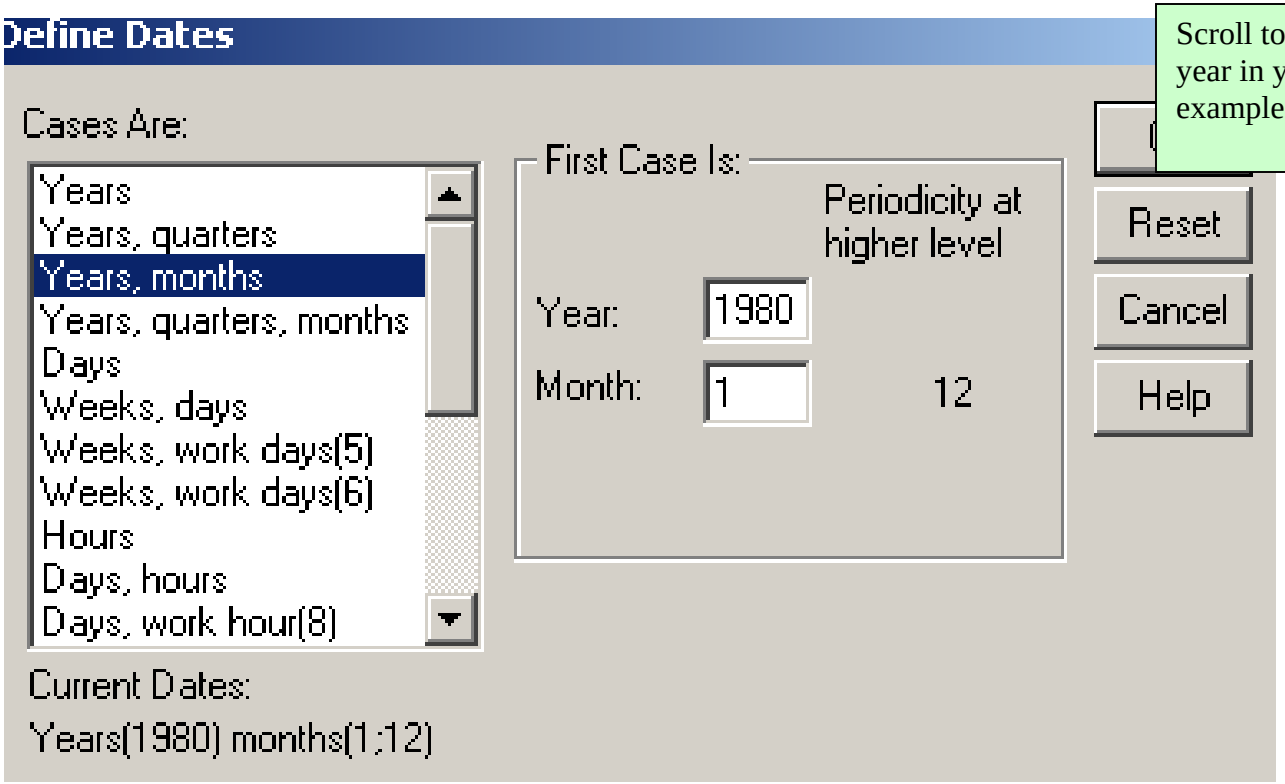
Assigned County

Assigned Region			Frequency	Percent	Valid	
Davidson	Valid	DAVIDSON	54	100.0		
East Tennessee	Valid	ANDERSON	9	12.9		
		BLOUNT	10	14.3		
		CAMPBELL		5.7		
		CLAIBORNE		7.1		
		COCKE		7.1		
		GRAINGER		2.9		
		HAMBLEN		7.1		
		JEFFERSON		4.3		
		LOUDON		5.7		
		MONROE		5.7		
		MORGAN		4.3		
		ROANE	5	7.1		
		SCOTT	4	5.7	5.7	90.0
		SEVIER	6	8.6	8.6	98.6
		UNION	1	1.4	1.4	100.0
		Total	70	100.0	100.0	
Hamilton	Valid	HAMILTON	35	100.0	100.0	100.0
Knox	Valid	KNOX	42	100.0	100.0	100.0
Mid Cumberland	Valid	CHEATHAM	3	4.5	4.5	4.5
		DICKSON	11	16.4	16.4	20.9
		MONTGOMERY	13	19.4	19.4	40.3
		ROBERTSON	5	7.5	7.5	47.8
		RUTHERFORD	7	10.4	10.4	58.2
		SUMNER	13	19.4	19.4	77.6
		TROUSDALE	10	14.9	14.9	92.5
		WILLIAMSON	3	4.5	4.5	97.0
		WILSON	2	3.0	3.0	100.0
		Total	67	100.0	100.0	

This will result in a chart showing the frequency, or numbers of times, each county was entered. So we can see by this example that Anderson County (in the East Tennessee region) showed up nine times in the spreadsheet, indicating that there are nine children placed in Anderson County who are members of the Brian A. class.

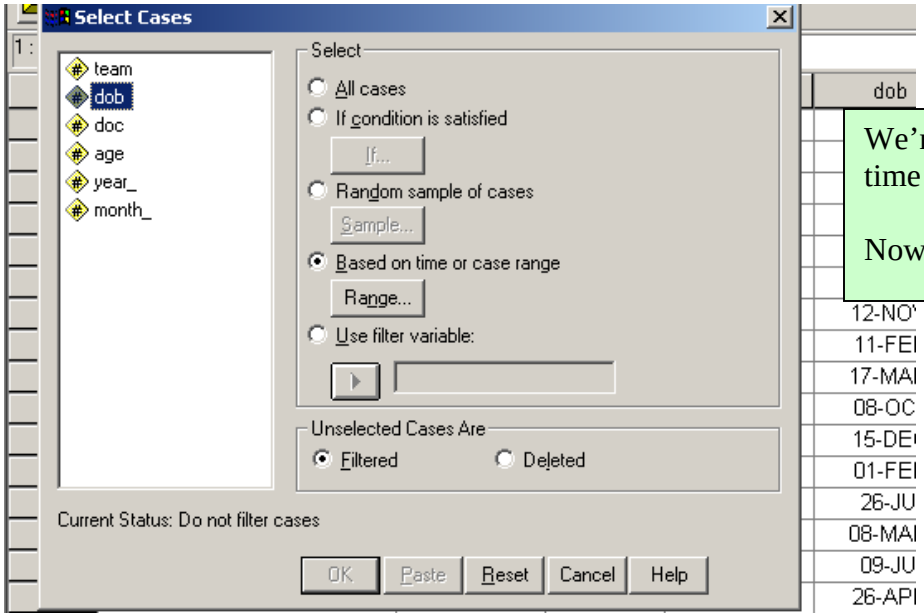
You can also limit your analysis to subgroups based on ranges or other specific criteria. For example, let's look at how many children are in custody whose birthdays fall between September 1, 1987 and October 31, 1992.

First, the date must be defined. To do this, choose "Data" and then "Define Dates."



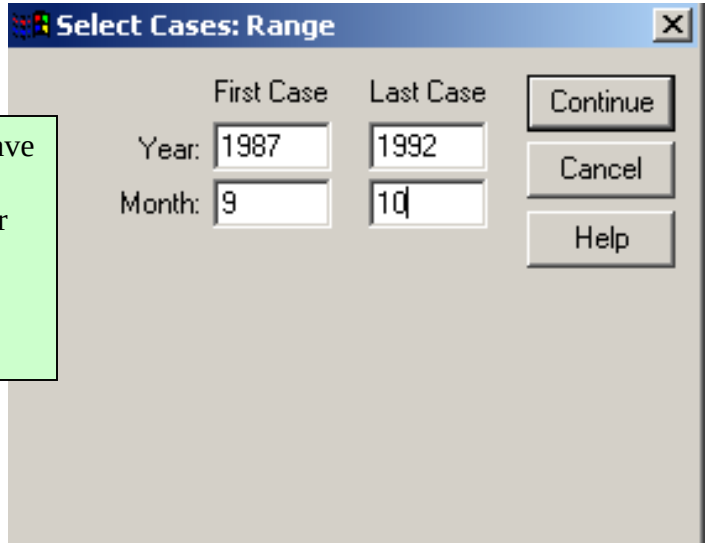
Scroll to "Years, months" and enter the earliest year in your database. I've entered 1980 in this example.

Now choose "Data" and then "Select cases."



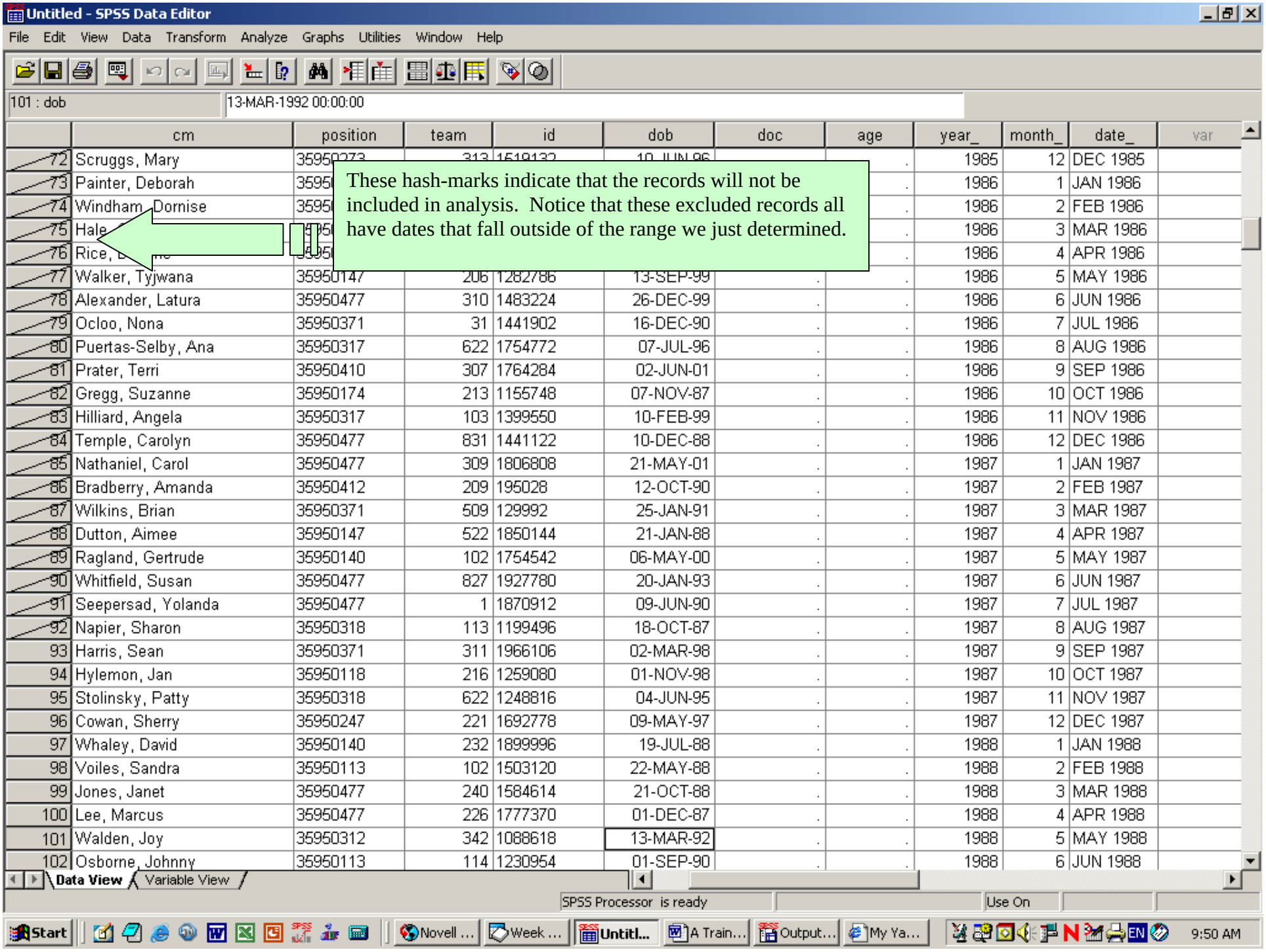
We're going to be looking at a range of dates, so "Based on time or case range" has been chosen.

Now choose "Range."



The first case is where our range begins and we have chosen September (9) of 1987. The last case is where our range ends and we have chosen October (10) of 1992.

Choose "Continue" and then "Ok."



	cm	position	team	id	dob	doc	age	year_	month_	date_	var
72	Scruggs, Mary	35950273	313	1518132	10-JUN-96		.	1985	12	DEC 1985	
73	Painter, Deborah	3595					.	1986	1	JAN 1986	
74	Windham, Dornise	3595					.	1986	2	FEB 1986	
75	Hale,	3595					.	1986	3	MAR 1986	
76	Rice,	3595					.	1986	4	APR 1986	
77	Walker, Tyjwana	35950147	206	1282786	13-SEP-99	.	.	1986	5	MAY 1986	
78	Alexander, Latura	35950477	310	1483224	26-DEC-99	.	.	1986	6	JUN 1986	
79	Ocloo, Nona	35950371	31	1441902	16-DEC-90	.	.	1986	7	JUL 1986	
80	Puertas-Selby, Ana	35950317	622	1754772	07-JUL-96	.	.	1986	8	AUG 1986	
81	Prater, Terri	35950410	307	1764284	02-JUN-01	.	.	1986	9	SEP 1986	
82	Gregg, Suzanne	35950174	213	1155748	07-NOV-87	.	.	1986	10	OCT 1986	
83	Hilliard, Angela	35950317	103	1399550	10-FEB-99	.	.	1986	11	NOV 1986	
84	Temple, Carolyn	35950477	831	1441122	10-DEC-88	.	.	1986	12	DEC 1986	
85	Nathaniel, Carol	35950477	309	1806808	21-MAY-01	.	.	1987	1	JAN 1987	
86	Bradberry, Amanda	35950412	209	195028	12-OCT-90	.	.	1987	2	FEB 1987	
87	Wilkins, Brian	35950371	509	129992	25-JAN-91	.	.	1987	3	MAR 1987	
88	Dutton, Aimee	35950147	522	1850144	21-JAN-88	.	.	1987	4	APR 1987	
89	Ragland, Gertrude	35950140	102	1754542	06-MAY-00	.	.	1987	5	MAY 1987	
90	Whitfield, Susan	35950477	827	1927780	20-JAN-93	.	.	1987	6	JUN 1987	
91	Seepersad, Yolanda	35950477	1	1870912	09-JUN-90	.	.	1987	7	JUL 1987	
92	Napier, Sharon	35950318	113	1199496	18-OCT-87	.	.	1987	8	AUG 1987	
93	Harris, Sean	35950371	311	1966106	02-MAR-98	.	.	1987	9	SEP 1987	
94	Hylemon, Jan	35950118	216	1259080	01-NOV-98	.	.	1987	10	OCT 1987	
95	Stolinsky, Patty	35950318	622	1248816	04-JUN-95	.	.	1987	11	NOV 1987	
96	Cowan, Sherry	35950247	221	1692778	09-MAY-97	.	.	1987	12	DEC 1987	
97	Whaley, David	35950140	232	1899996	19-JUL-88	.	.	1988	1	JAN 1988	
98	Voiles, Sandra	35950113	102	1503120	22-MAY-88	.	.	1988	2	FEB 1988	
99	Jones, Janet	35950477	240	1584614	21-OCT-88	.	.	1988	3	MAR 1988	
100	Lee, Marcus	35950477	226	1777370	01-DEC-87	.	.	1988	4	APR 1988	
101	Walden, Joy	35950312	342	1088618	13-MAR-92	.	.	1988	5	MAY 1988	
102	Osborne, Johnny	35950113	114	1230954	01-SEP-90	.	.	1988	6	JUN 1988	

Now run a frequency using the "Region" variable.

Assigned Region

		Frequency	Percent		tive nt
Valid	Davidson	6	9.7		9.7
	East Tennessee	10	16.1		25.8
	Hamilton	2	3.2		29.0
	Knox	5	8.1		37.1
	Mid Cumberland	9	14.5	[illegible]	51.6
	Northeast	5	8.1	8.1	59.7
	Northwest	2	3.2	3.2	62.9
	Shelby	11	17.7	17.7	80.6
	South Central	1	1.6	1.6	82.3
	Southeast	1	1.6	1.6	83.9
	Southwest	4	6.5	6.5	90.3
	Upper Cumberland	6	9.7	9.7	100.0
	Total	62	100.0	100.0	

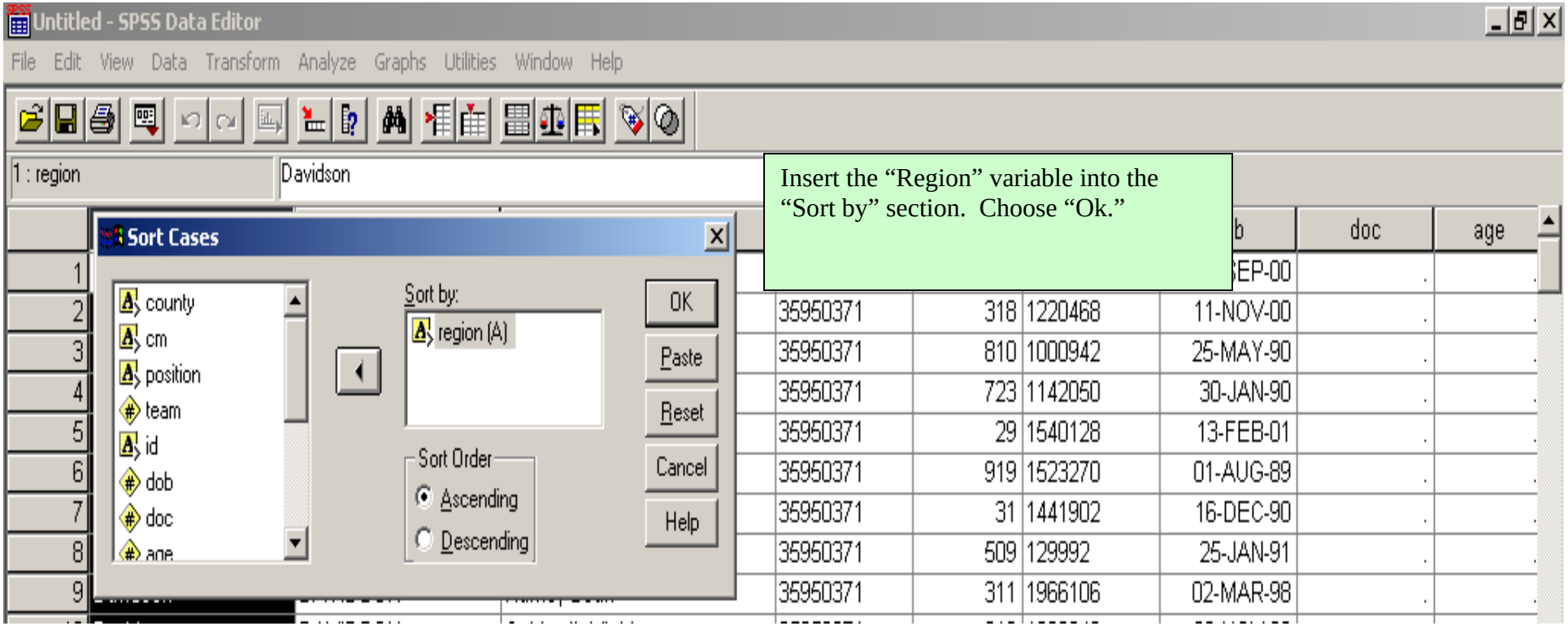
The results show that there are 62 total children in the class list who were born between September 1987 and October 1992.

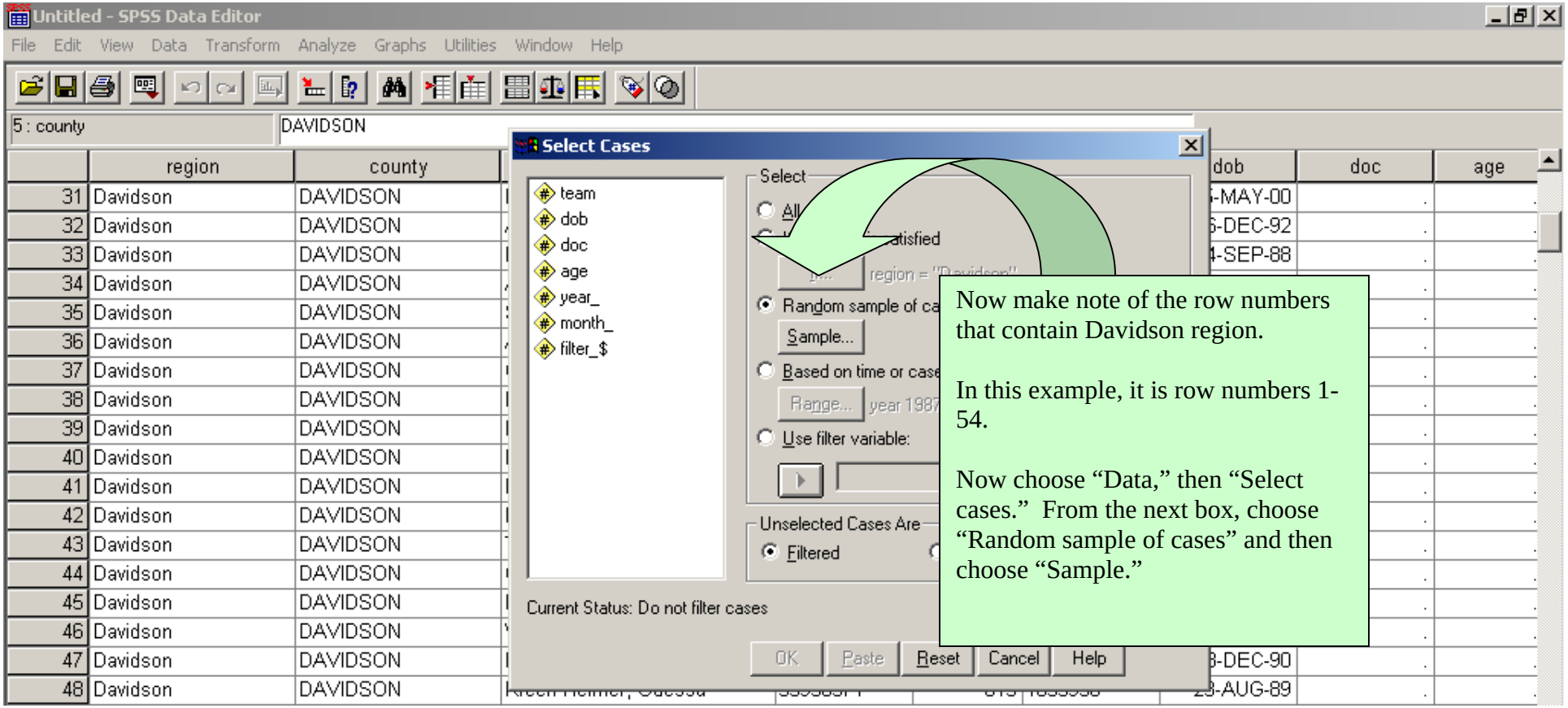
The chart further breaks this down by region so that you can see how many of those children are in each region.

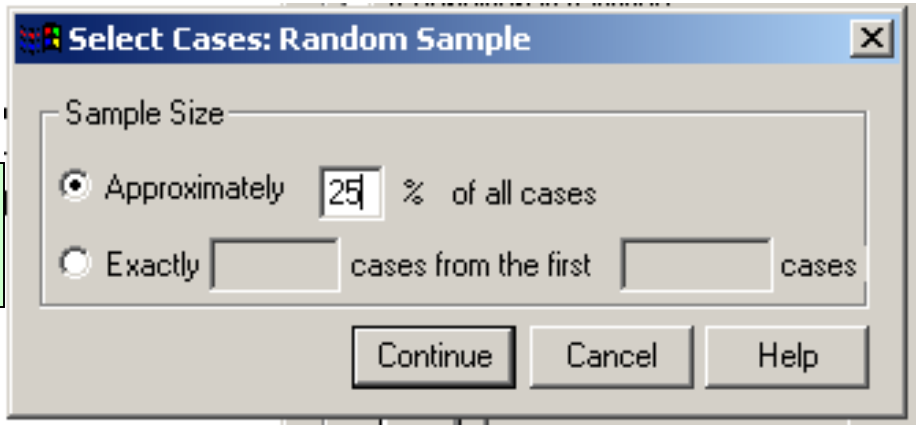
Does this information make sense given your knowledge about your region's demographics?

SPSS can also be used to select a random sample. Let's choose a random sample of 25% for the Davidson region.

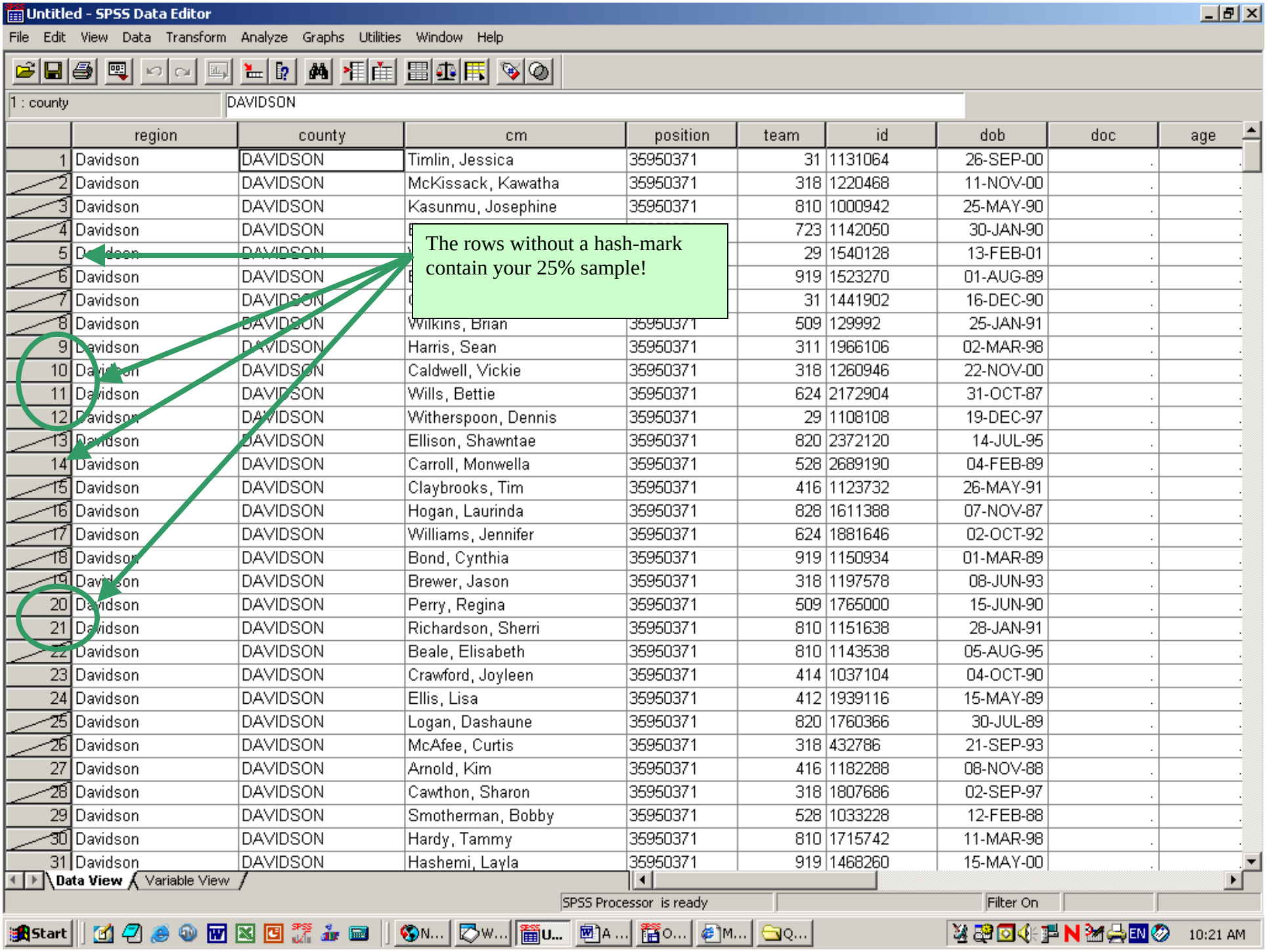
First, sort by region by clicking on the variable header "region" to highlight the column, and then choose "Data" and then "Sort cases."







Type in 25% and choose “Continue” and then “Ok.”



	region	county	cm	position	team	id	dob	doc	age
1	Davidson	DAVIDSON	Timlin, Jessica	35950371	31	1131064	26-SEP-00	.	.
2	Davidson	DAVIDSON	McKissack, Kawatha	35950371	318	1220468	11-NOV-00	.	.
3	Davidson	DAVIDSON	Kasunmu, Josephine	35950371	810	1000942	25-MAY-90	.	.
4	Davidson	DAVIDSON			723	1142050	30-JAN-90	.	.
5	Davidson	DAVIDSON			29	1540128	13-FEB-01	.	.
6	Davidson	DAVIDSON			919	1523270	01-AUG-89	.	.
7	Davidson	DAVIDSON			31	1441902	16-DEC-90	.	.
8	Davidson	DAVIDSON	Wilkins, Brian	35950371	509	129992	25-JAN-91	.	.
9	Davidson	DAVIDSON	Harris, Sean	35950371	311	1966106	02-MAR-98	.	.
10	Davidson	DAVIDSON	Caldwell, Vickie	35950371	318	1260946	22-NOV-00	.	.
11	Davidson	DAVIDSON	Wills, Bettie	35950371	624	2172904	31-OCT-87	.	.
12	Davidson	DAVIDSON	Witherspoon, Dennis	35950371	29	1108108	19-DEC-97	.	.
13	Davidson	DAVIDSON	Ellison, Shawntae	35950371	820	2372120	14-JUL-95	.	.
14	Davidson	DAVIDSON	Carroll, Monwella	35950371	528	2689190	04-FEB-89	.	.
15	Davidson	DAVIDSON	Claybrooks, Tim	35950371	416	1123732	26-MAY-91	.	.
16	Davidson	DAVIDSON	Hogan, Laurinda	35950371	828	1611388	07-NOV-87	.	.
17	Davidson	DAVIDSON	Williams, Jennifer	35950371	624	1881646	02-OCT-92	.	.
18	Davidson	DAVIDSON	Bond, Cynthia	35950371	919	1150934	01-MAR-89	.	.
19	Davidson	DAVIDSON	Brewer, Jason	35950371	318	1197578	08-JUN-93	.	.
20	Davidson	DAVIDSON	Perry, Regina	35950371	509	1765000	15-JUN-90	.	.
21	Davidson	DAVIDSON	Richardson, Sherri	35950371	810	1151638	28-JAN-91	.	.
22	Davidson	DAVIDSON	Beale, Elisabeth	35950371	810	1143538	05-AUG-95	.	.
23	Davidson	DAVIDSON	Crawford, Joyleen	35950371	414	1037104	04-OCT-90	.	.
24	Davidson	DAVIDSON	Ellis, Lisa	35950371	412	1939116	15-MAY-89	.	.
25	Davidson	DAVIDSON	Logan, Dashaune	35950371	820	1760366	30-JUL-89	.	.
26	Davidson	DAVIDSON	McAfee, Curtis	35950371	318	432786	21-SEP-93	.	.
27	Davidson	DAVIDSON	Arnold, Kim	35950371	416	1182288	08-NOV-88	.	.
28	Davidson	DAVIDSON	Cawthon, Sharon	35950371	318	1807686	02-SEP-97	.	.
29	Davidson	DAVIDSON	Smotherman, Bobby	35950371	528	1033228	12-FEB-88	.	.
30	Davidson	DAVIDSON	Hardy, Tammy	35950371	810	1715742	11-MAR-98	.	.
31	Davidson	DAVIDSON	Hashemi, Layla	35950371	919	1468260	15-MAY-00	.	.


Congratulations! You made it!

Resources:

www.spss.com
www.malektips.com/Microsoft_word_2000_help_and_tips.html
http://www.pcmag.com/article2/0,1759,1566561,00.asp
www.excel-vba.com/e-top10.htmT